

**Procedures for Implementing Board Policy:
Student Eligibility for Admission**

Section A - Establishing Status as a District Resident

The legal custodian(s) of the student shall provide proof of residency, at the time of the student’s initial enrollment and prior to the first day of the student’s attendance.

Residency affirmation shall be required every year for all students through the enrollment verification process. In the event that the student and legal custodian(s) are residing at a residence not owned or rented by said legal custodian(s), the legal custodian(s) shall provide proof of residency on an annual basis, prior to the first day of the school year.

The school district will validate residency affirmations as submitted by families on an ongoing basis, and shall request additional documentation from the student’s family should it deemed necessary by the superintendent. The legal custodian(s) must remit the requested documentation within (10) days of receiving notice of the request.

The legal custodian(s) will provide updated proof of residency and other supporting documentation in the following circumstances:

1. If a student claims “homeless” status, in accordance with 105 ILCS 45/1-20;
2. If a student claims “military” status;
3. If there has been a change of address;
4. If there has been a change in legal custody of the student; or
5. If it is deemed necessary to validate the residency status of a student.

Section B - Determination of Non-Residency Status

If the superintendent determines that either a student who is attempting to enroll or a student who is attending school in the district on a tuition-free basis is a non-resident of the district for whom tuition is required to be charged, the following procedures shall apply:

Step	Initiator	Action
1	Superintendent	<p>On behalf of the Board of Education, notifies the Legal Custodian(s) who enrolled the student of the determination of non-residency and the supporting reasons for this determination, and the amount of tuition owed for the non-resident student’s attendance at the Glenbrook High Schools.</p> <p>Said notification shall be made in writing and sent by certified mail, return receipt requested.</p>

2	Legal Custodian(s) or Student	<p>A. Within 10 calendar days after receipt of said notice in Step 1, may request a hearing to review the determination regarding non-resident status and tuition. The request must be in writing and be sent certified mail, return receipt requested, to the attention of the superintendent. If a hearing is not requested, payment of tuition is due per Board Policy 8010, and the student's attendance shall terminate immediately.</p> <p>B. If a hearing is requested to review the determination: May request that the student continue attending at the district's schools pending the Board's final decision. Such attendance shall not relieve the Legal Custodian(s), who enrolled the student, or the student, of their obligation to pay the non-resident tuition for that attendance, if the Board of Education determines the student is a non-resident. (See Section 1 of Board Policy 8010).</p>
3	Superintendent	<p>Shall notify the Legal Custodian(s) requesting the hearing of its time and place within 10 days after receipt of the hearing request.</p> <p>Said notification shall be made in writing and sent by certified mail, return receipt requested.</p> <p>The hearing date shall not be less than 10 calendar days nor more than 20 calendar days after said notice is given. The hearing notice shall notify the person requesting the hearing that any written evidence and testimony or witnesses not disclosed to the other party at least 3 calendar days prior to the hearing are barred at the hearing without the district's consent.</p>
4	Legal Custodian(s) or Student and Superintendent	<p>At least 3 calendar days prior to the hearing, each party shall disclose to the other party all written evidence and testimony that it may submit during the hearing and a list of witnesses that it may call during the hearing.</p>
5	Independent Hearing Officer Designated by the Superintendent	<p>A. Conducts the hearing. At the hearing, (1) the Legal Custodian(s) who enrolled the student has the burden of going forward with the evidence concerning the student's residency and bears the burden of proof to establish residency in the district, (2) the Superintendent and the Legal Custodian(s) who enrolled the student may use representatives of their choice, and (3) the Superintendent and the Legal Custodian(s) who enrolled the student may submit relevant evidence at the hearing.</p> <p>B. Within 5 calendar days after the hearing's conclusion, sends a report of the testimony, copies of documents submitted by the respective parties at the hearing and</p>

		findings in writing, by certified mail, return receipt requested, to both Superintendent, as well as Legal Custodian(s) who enrolled the student.
6	Legal Custodian(s) or Student	Upon receipt of the independent hearing officer's report: Within 5 calendar days after receipt of the hearing officer's findings, may file written objections to the findings, with the Board of Education, by sending any objections by certified mail, return receipt requested, to the attention of the Superintendent.
7	Board of Education	<p>A. Within 30 calendar days after the hearing's conclusion, the Board will determine, based on the evidence presented, whether or not the student is a resident of the school district and the amount of any tuition, required to be charged, as a result of the student's attendance in the district's schools.</p> <p>B. The Superintendent sends a copy of the Board of Education's decision to the Legal Custodian(s) who enrolled the student, or the student, within 5 calendar days, by certified mail, return receipt requested.</p> <p>C. The decision must also inform the Legal Custodian(s) who enrolled the student that: (1) he/she may, within 5 calendar days after receipt of the Board of Education's decision, petition the Intermediate Service Center (Regional Office of Education) to review the decision; and (2) at his/her request, the student may continue attending the district's school pending the Intermediate Service Center's review of the Board of Education's decision. Such attendance shall not relieve the person who enrolled the student of the obligation to pay the tuition for the attendance if the Intermediate Service Center decides the student is a nonresident. The Board of Education's decision is final.</p> <p>D. If a student is determined to be a non-resident: The student may complete the current semester, only if non-resident tuition, for that semester, has been paid in full. Otherwise, the student's attendance shall terminate immediately.</p>
8	Legal Custodian(s) or Student	<p>Within 5 calendar days after receiving the Board of Education's decision, may petition the Intermediate Service Center to review the decision.</p> <p>The petition must include the basis for the request and be sent by certified mail, return receipt requested, to the Intermediate Service Center and the Superintendent.</p>

9	Board of Education	Within 5 calendar days of the Superintendent's receipt of the petition, delivers to the Intermediate Service Center, the Board of Education's decision, any written evidence and testimony submitted by the parties during the hearing, a list of all witnesses that testified during the hearing, and any existing written minutes or transcript of the hearing or verbatim record of the hearing. May also provide the Intermediate Service Center and the Legal Custodian(s), or the student, who enrolled the student with a written response to the petition.
10	Intermediate Service Center (Regional Office of Education)	<p>Within 10 calendar days after receipt of documentation from the district, issues a written decision as to whether or not there is clear and convincing evidence that the student is a resident of the district and eligible to attend the district's schools on a tuition-free basis.</p> <p>The decision shall be transmitted to the Board of Education and the Legal Custodian(s) who enrolled the student, and shall, with specificity, detail the decision's rationale.</p>

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