

STUDENT RESIDENCY

It is the policy of the Board of Education that the residence of any child for school purposes shall be the legal residence of the parents, guardian, person who has assumed legal custody and permanent care of the child and holds legal residence within the district as defined in 70 O.S. 1-113. Questions concerning legal residence of children shall be determined pursuant to procedures utilized by the State Department of Education in accordance with 70 O.S. §1-113.

The superintendent or designee may require the submission of evidence of residency in order to determine whether the student is eligible to attend the public schools or programs without payment of nonresident tuition. Such evidence may include, but is not necessarily limited to, the following:

1. Proof of payment of local personal income tax or ad valorem taxes;
2. Title to residential property in the district, or a valid unexpired lease agreement, or receipts for payment of rent on a district residence in which the applicant actually resides;
3. Proof of provisions of utilities;
4. A valid, unexpired motor vehicle operator's permit or motor vehicle registration;
5. Maintenance of voter registration;
6. Court documents proving that the guardian has assumed legal custody and permanent care of the student.
7. Residential affidavit-non-resident
 - a. Parent and child living with patron of Western Heights Schools: Must provide proof of residency from patron. Both must complete affidavit of residence (The filing of a false affidavit shall be subject to punishment in accordance with 70 O.S. §1-113)
8. Homeless
 - a. Weekly verification of residence in a motel or other temporary shelter will be determined on an individual basis.

The school district designates the Assistant Superintendent as residence officer. The residency officer may be contacted by calling the school district or by writing to the residency officer at the following address, or by personally visiting the residency officer at 8401 SW 44th Street, Oklahoma City, OK 73179-4010.

If the school district denies admittance of a student who claims to be a resident of the district, the parent, guardian, or person having care and custody (hereafter parent) of the student may request a review of the decision. Such request for review shall be in writing and must be received by the residency officer within three school days of the denial of admittance. The request for review shall include any additional pertinent information which may justify the admittance of the child to the school district.

Upon receipt of a written request for review, the residency officer will render a decision and notify the parent of the decision within three school days of the receipt of the request for review.

If the parent disagrees with the findings of the residency officer, the parent will notify the residency officer within three school days of the receipt of the decision. The residency officer will submit his/her findings and all documents reviewed to the superintendent.

Upon receipt of the residency officers findings and all documents the superintendent will render a decision and notify the parent of his/her decision within three school days.

If the parent disagrees with the findings of the superintendent, the parent will notify the superintendent within three school days of the receipt of the decision. The superintendent will submit his/her findings and all documents received to the board of education.

The board of education will review the decision and the documents submitted by both the superintendent and the student and render a decision at the next board meeting. The board's decision may be appealed only pursuant to procedures utilized by the State Department of Education.

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