



SPRING GROVE AREA SCHOOL DISTRICT

Book	Policy Manual
Section	200 Pupils
Title	Eligibility of Nonresident Students / Reviewed by Stock and Leader
Code	202
Status	DRAFT - Under Construction
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Prior Revised Dates	7/21/2008, 1/23/2023

Purpose

The Board will operate district schools for the benefit of students residing in this district and who are eligible for attendance.[\[1\]](#)[\[2\]](#)[\[3\]](#)

Authority

The Board may permit the admission of nonresident students in accordance with Board policy.[\[4\]](#)[\[5\]](#)[\[6\]](#)

The Board will require that appropriate legal documentation showing dependency or guardianship or a sworn statement of full residential support be filed with the Board Secretary before an eligible nonresident student may be accepted as a student in the district schools. The Board may require a resident to submit additional reasonable information to substantiate a sworn statement, in accordance with guidelines issued by the Department of Education.[\[7\]](#)[\[8\]](#)

The Board reserves the right to verify claims of residency, dependency and guardianship and to remove from school attendance a nonresident student whose claim is invalid.[\[7\]](#)

If information contained in the sworn statement of residential support is found to be false, the student will be removed from school, after notice is given of an opportunity to appeal the student's removal, in accordance with Board Policy 906, Public Complaints.[\[7\]](#)[\[9\]](#)

The Board will not be responsible for transportation to or from school for any nonresident student residing outside school district boundaries, except in circumstances as required by law, such as for students experiencing homelessness, in foster care, and/or experiencing educational instability.

Tuition rates will be determined in accordance with statute. Tuition will be charged monthly, in advance of attendance.[\[5\]](#)[\[10\]](#)[\[11\]](#)

Nonresident Children Placed in the District

Any child placed in the home of a district resident by a court or government agency will be admitted to the district schools and will receive the same benefits and be subject to the same responsibilities as resident children.[12]

Residents of Institutions

A child who is living in or assigned to a facility or institution for the care or training of children that is located within this district is not a legal resident of the district by such placement but will be admitted to district schools, and a charge will be made for tuition in accordance with statute.[13][14][16][19][20][21]

Students Experiencing Homelessness, In Foster Care, and/or Experiencing Educational Instability

The district shall immediately admit students experiencing homelessness, in foster care, and/or experiencing educational instability, even if the required documents are unavailable, in accordance with Board policy, law, and regulation. [13][21]

Future Residents

A student eligible for attendance whose parent/guardian has executed a contract to buy, build or rent a residence in this district for occupancy within sixty (60) days may be enrolled without payment of tuition for the sixty (60) days previous to the anticipated date of residency.[5]

If the student does not become a resident of the district by the end of the period for which free attendance is given, tuition will be required for the remainder of the time until residency is established.

Parents/Guardians of students who claim admission on the basis of future residency will be required to demonstrate proof of the anticipated residency. ~~The Board reserves the right to verify such claims and to remove from school a nonresident student whose claim is invalid.~~

Former Residents

Regularly enrolled students whose parents/guardians have moved out of the school district may be permitted to continue up to three (3) weeks without payment of tuition to allow time for transfer to the new district of residence; and further, if the student is in the 12th grade and the parents/guardians move from the district during the 2nd semester of the school year, an option of completing the school year without charge of tuition is available.[5]

Other Nonresident Students

A nonresident student may be admitted to district schools without payment of tuition where attendance is justified on the grounds that the student lives full-time and not just for the school year with district residents who have assumed legal dependency or guardianship or full residential support of the student.[7][8]

The district resident with which the student resides shall sign and submit a notarized district affidavit of residence and legal guardianship. The signed affidavit will establish the student as a resident unless challenged by the school district for stated reasons.

A nonresident student may be admitted to the ~~his~~ school district on payment of tuition where attendance is justified on the grounds that the student maintains residence in a location distant from the schools of his/her own district, does not receive free transportation to those schools, and has more convenient access to the schools of the ~~his~~ school district.[17]

Delegation of Responsibility

The Superintendent or designee will develop procedures for the enrollment of nonresident students which:

1. Admit such children only on the proper application and submission of required documentation by the parent/guardian.
2. Verify claims of residency.
3. Spring Grove Area School District will not exclude any eligible child on the basis of race, color, national origin, sex, disability, religion, genetic information, or age.[18]
4. Deny admission where the educational facilities or program maintained for the district students is inadequate to meet the needs of the applicant.
5. Make continued enrollment of any nonresident student contingent upon maintaining established standards of attendance, discipline, and academics.

The Superintendent will recommend to the Board for their approval the admission of qualified applicants.

The Board will not be responsible for the transportation to or from school of any student residing outside school district boundaries.

Guidelines

ADMISSIONS/ACCOUNTING

Nonresident Students

Admission to Spring Grove Area School District or continuation of attendance of any student covered by Policy 202 should take place only after authorization from the Superintendent or his/her designee.

Temporary authorization may be secured by telephone in urgent cases. However, a student should not be officially added to school rolls until authorization is received from one of the above named individuals.

Principals will be responsible for thoroughly understanding Policy 202 and the related rules and regulations, for accuracy of all data, and for the dissemination of necessary information to the personnel to whom they delegate responsibilities.

Students admitted to district schools fall into one (1) of several categories for accounting purposes. Support material needed in each case is in addition to that required of all students.

Students Placed in Homes of District Residents by Court or Other Legally Authorized Agencies

Support Material Needed:

1. Copy of approved written request by responsible agency.
2. Attendance Accounting: 1305 Nonresident Pupil.

Students Placed by Court or Authorized Agency in an Institution Located Within District Boundaries

Support Material Needed:

1. Copy of approved written request by responsible agency.
2. Attendance Accounting: 1306 Nonresident Pupil.

Students Planning to Move Into the District

Support Material Needed:

1. Copy of request to the Superintendent by parent(s)/guardian(s).
 2. Verification of new address.
 3. Anticipated date of residency.
 4. Copy of Superintendent's letter of approval in which terms are stated.
 5. Information as to actual address and intended district address of student and parent(s)/guardian(s).
 6. Attendance Accounting: tuition waiver: Use address of actual residence in attendance records.
- Students Moving From the District During the School Year, But Wishing to Continue Attendance

Support Material Needed:

1. Copy of request to Superintendent by parent(s)/guardian(s).
 2. Copy of Superintendent's letter of approval in which terms are stated.
 3. Information as to actual address of student and parent(s)/guardian(s).
 4. Attendance Accounting: tuition waiver: Use address of actual residence in attendance records.
- Other Nonresident Students

Support Material Needed:

1. Copy of completed Affidavit of Residence (1302).
2. A letter of consent from the natural parents/guardians may be requested.
3. Attendance Accounting: Student is considered resident upon completion of 1302.
4. Copies of all confirming correspondence.
5. Superintendent's written approval.
6. Attendance Accounting: nonresident student: Use address of actual residence in attendance records, and tuition students.

TUITION RATES AND PAYMENTS

Tuition rates for each Pennsylvania school district are assigned by the Department of Education after analysis of district costs of instruction. Spring Grove Area's tuition rate will be equal to the rate established by the Pennsylvania Department of Education for the preceding fiscal year.[\[10\]](#)[\[11\]](#)

Invoices will be mailed monthly to parents/guardians of tuition students. Payment is due prior to the first of each month with the exception of the first billing which includes charges for the number of days school is in session during the month of entry as well as an advance payment for the following month.

If the student shall withdraw or shall be suspended or expelled from attending classes in the Spring Grove Area Schools, tuition will be due and payable for the full month in which such withdrawal, suspension, or expulsion occurs. If tuition for that month has been paid, no refund of tuition will be made.

All payments for tuition are to be made at the Superintendent's office and checks are to be made payable to the Spring Grove Area School District.

Tuition in Arrears and Termination of Attendance

Principals will be notified whenever tuition is in arrears or whenever attendance is to be terminated and will be responsible for advising students at levels above eighth grade of their status. When attendance is to be terminated, students who appear in school should not be admitted to classes. Students who have transportation available should be sent home. Those who depend on other means of transportation should be retained in the office until transportation arrangements can be made.

Indicators of Unusual Attendance Status

On occasion, ineligible students attend our schools for great lengths of time without being noticed. This complicates the making of proper arrangements and jeopardizes the student's educational continuity if found out. In addition, successful violations stimulate additional attempts. Principals and attendance personnel should be alert for such cases and promptly deal with those suspected or identified.

Usually one (1) of the major factors in confusion of this type is a lack of communication and understanding between principals, guidance personnel and secretaries. Principals are charged with the responsibility of disseminating this information and supervising its implementation.

Another contributing factor is the lack of alertness to the indicators of unusual resident status. Some of these are:

1. A difference in the surnames of students and families.
2. Evasiveness to questions about place of residence, former school, etc.
3. Students presenting themselves for registration.
4. Requests for unique transportation arrangements.

Legal

[1. 24 P.S. 501](#)

[2. 24 P.S. 502](#)

[3. 24 P.S. 503](#)

[4. 24 P.S. 1301](#)

[5. 24 P.S. 1316](#)

6. Pol. 200

[7. 24 P.S. 1302](#)

[8. 22 PA Code 11.19](#)

9. Pol. 906

[10. 24 P.S. 2561](#)

11. Pol. 607

[12. 24 P.S. 1305](#)

[13. 24 P.S. 1306](#)

[14. 24 P.S. 1307](#)

[16. 22 PA Code 11.18](#)

[17. 24 P.S. 1313](#)

18. Pol. 103

[19. 24 P.S. 1308](#)

[20. 24 P.S. 1309](#)

[21. 24 P.S. 1310](#)

[22 PA Code 11.41](#)

[24 P.S. 1306.2](#)

[24 P.S. 2503](#)