

Regulation 7120R.1

Students

PROOF OF RESIDENCY REQUIREMENTS

Residents wishing to enroll their children in the school district must provide sufficient proof of their legal residency in the West Irondequoit Central School District.

A child must be enrolled and commence attendance by the next school day following a request for enrollment. The actual residency determination must be made within three (3) business days of enrollment, after the child's parent(s), person(s) in parental relation, or the child, as applicable, is afforded the opportunity to submit information regarding the child's right to attend in the District.

- When a child is enrolled prior to providing adequate proof of residency, a letter will be issued that clearly states what is needed and by when residency proof must be submitted. This letter should state:
 - Why the child is being admitted (due to law) and that such initial enrollment is in no manner an indication that residency has been determined.

Required Residency Documentation:

- a copy of residential lease or proof of ownership of a house or condominium;
- a sworn or unsworn statement by a landlord, owner or tenant from whom the parent leases or with whom the parent shares property within the district; or
- a statement by any other party establishing a parent's physical presence in the district.

If These Documents Are Unavailable:

The district must consider other forms of documentation including:

- pay stub;
- income tax form;
- utility or other bills;
- membership documents (such as library card) based on residency;
- voter registration document;
- official driver's license, learner's permit or non-driver identification;
- state or other government issued identification;
- documents issued by federal, state, or local agencies (such as social service agency or the federal Office of Refugee Resettlement); or
- evidence of custody of the child, including judicial custody orders or guardianship

Proof of Custody/Parent's Physical Presence:

In addition to proof of the parent's physical presence, the District may require the parent or person in parental relation to provide an affidavit indicating they are the parent with whom the child lawfully resides or that they are the person in parental relation to the child, with total and permanent custody and control, including a description on how permanent custody and control was obtained. Documentation that the child has been placed by a federal agency with a sponsor is also adequate proof of custody.

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