



ADMINISTRATIVE REGULATIONS REGARDING RESIDENCY

The Region 10 Board of Education (“Board”) shall furnish, by transportation or otherwise, school accommodations in accordance with federal and state law. The Board shall provide school accommodations to any child (or eligible individual over the age of eighteen) who, in accordance with Connecticut law, resides in the towns of Harwinton and Burlington, Connecticut, meets the state’s age requirements, and has not graduated from high school. The Board’s commitment to providing school accommodations to all children (and eligible adults) who reside in the towns of Harwinton and Burlington includes those who are not citizens and/or whose parents are not citizens. In addition, the Board shall provide school accommodations to children who are homeless and unaccompanied youth in accordance with state and federal law and the Board’s policy regarding Homeless Students, and in any other circumstances required by law.

The Administration has approved the following procedures to facilitate compliance with Board policy and applicable law, as they relate to establishing and verifying residency for purposes of enrollment and school accommodations. The procedures described in these administrative regulations, including the requirements for the completion of forms, shall be used for all students enrolled in, or seeking to enroll in, the Regional School District 10 Public Schools (the “District”), unless a student is entitled to attend District schools in accordance with the Board’s Nonresident Twelfth Grade Student Attendance Policy. Notwithstanding the foregoing, if any procedure or form described in these administrative regulations conflicts with the procedures described in the Board’s Policy regarding Homeless Students, the provisions of that policy shall control.

In addition, prior to attending school, in accordance with state law and Board policy, the District will require proof of age and adequate proof of health assessments and immunizations.

I. PROOF OF RESIDENCY

A. Prior to Enrollment

In order for a student to enroll in the District, the student’s parent or legal guardian, or the student if the student is eighteen years or older or an emancipated minor (an “adult student”), must show proof of residency.

For children who live in the towns of Harwinton or Burlington with their parents, or for adult students, the District shall require completion of the Board’s required enrollment forms to establish residency.

For children or adult students whose parents do not reside in the towns of Harwinton or Burlington, parents, guardians, and/or adult students must demonstrate that the student has established residency in the town of Harwinton or Burlington with “another person” under the following conditions:

1. Residency with another person is intended to be permanent.
2. Residency is provided without pay from the student or the student’s family.
3. Residency is not for the sole purpose of obtaining school accommodations in the Regional School District 10 Public Schools.

In such circumstances, the parent or adult student shall submit a notarized residency affidavit Residency Affidavit and Parent’s or Adult Student’s Statement, and the other person shall sign a notarized affidavit, the Host’s Statement, indicating that the student is residing with them.

The District shall carefully review affidavits, documentation, and other available evidence and inform the parent, guardian, or adult student of the results of such review.

B. When There Is Reason to Believe an Enrolled Student Is No Longer Entitled to School Accommodations in the District

The District recognizes that there may be circumstances in which there is reason to believe that a student attending school in the District is not entitled to school accommodations based on residency. In such instances, the District shall seek additional information and documentation from the student’s parent or legal guardian, the individual with whom the student lives, and/or the adult student. Depending on the particular facts and circumstances, the District may direct the parent, guardian, other responsible adult and/or adult student to submit and/or complete relevant documentation, including but not limited to documents described in Section I.A of these regulations.

The District shall carefully review affidavits, documentation, and other available evidence and inform the parent, guardian, or adult student of the results of such review.

II. DENIAL OF SCHOOL ACCOMMODATIONS ON THE BASIS OF RESIDENCY

If a student is denied school accommodations for residency reasons, the District shall inform the parent, guardian, or adult student of the right to request a hearing before the Board in writing within ten (10) school days of receiving notice of denial of school accommodations. A copy of the Board’s Residency policy and these regulations shall also be provided.

The Board shall provide a hearing within ten (10) days after receipt of such request. The Board may (A) conduct the hearing, (B) designate a subcommittee of the board composed of three board members to conduct the hearing, or (C) establish a local impartial hearing board of one or more persons not members of the Board to conduct the hearing. After such hearing is held, the Board shall (1) make a stenographic record or tape recording of the hearing; (2) make a decision on student eligibility to attend District schools within ten (10) days after the hearing; and (3) notify the parent, guardian, or adult student of its findings. Hearings shall be conducted in accordance with the provisions of Section 10-186 of the Connecticut General Statutes

Any parent, guardian, or adult student aggrieved by the Board's finding shall, upon request, be provided with a transcript of the hearing within thirty (30) days of such request and may take an appeal from the finding to the State Board of Education ("State Board"). If an appeal is not taken to the State Board of Education within twenty (20) days of the mailing of the finding to the aggrieved party, the decision of the Board, subcommittee or local impartial hearing board shall be final.

If a State Board hearing is requested in writing, the student has the right to attend District schools pending a hearing before the State Board. In addition, the Board shall, within ten (10) days after receipt of notice of an appeal, forward the hearing record to the State Board.

If the State Board determines that the student was not a resident of the District and therefore not entitled to school accommodations in the District, a per diem tuition (equal to the District expenditure per student divided by 180) will be assessed for each day the student attended District schools when not eligible to attend.

Legal References:

Federal Law:

The McKinney-Vento Homeless Education Assistance Act, 42 U.S.C. §§ 11431 et seq., as amended by Every Student Succeeds Act, Pub. L. 114-95.

Martinez v. Bynum, 461 U.S. 321, 328 (1983)

Plyler v. Doe, 457 U.S. 202 (1982)

U.S. Department of Justice and U.S. Department of Education, Dear Colleague Letter, May 8, 2014

State Law:

Connecticut General Statutes

10-15f	Interstate Compact on Educational Opportunity for Military Children
10-253	School privileges for children in certain placements, nonresident children, children in temporary shelters, homeless children and children in juvenile residential centers. Liaison to facilitate transitions between school districts and juvenile and criminal justice systems
10-186	Duties of local and regional boards of education re school attendance. Hearings. Appeals to state board. Establishment of hearing board. Readmission. Transfers

State Department of Education, Enrollment Guidance for Parents or Guardians Enrolling Children in a Connecticut Public School, available at <https://portal.ct.gov/-/media/SDE/Digest/2022-23/Model-Enrollment-Guidance.pdf>.

State Department of Education, Memorandum regarding Guidance for Connecticut School Districts: Enrollment Process and Practice (Aug. 22, 2017), available at <https://portal.ct.gov/-/media/SDE/Legal/Enrollment/Enrollment-GuidanceMemo8-22-17.pdf>

State Department of Education, Guidance for Connecticut School Districts: Enrollment Process and Practice, available at <https://portal.ct.gov/-/media/SDE/Legal/Enrollment/Enrollment-GuidanceAugust-2017Updates.pdf>

State Department of Education, Guidance for Connecticut School Districts: Enrollment Process and Practice At-a-Glance Overview, available at portal.ct.gov/-/media/SDE/Legal/Enrollment/EnrollmentAtAGlanceCSDE.pdf

ADOPTED: November 10, 2025

Regional School District # 10

RESIDENCY REQUIREMENTS

Required Residency Documents: Proof of residency in Regional School District #10 is determined by providing the Main Office of your child/children's school with documentation which includes Parent/Guardian photo identification, one (1) item from Category A, one (1) item from Category B, and one (1) item from Category C. If unable to provide an item from Category B, two (2) items from Category C are required.

RESIDENCY DOCUMENTS SUBMITTED ARE REQUIRED NO MORE THAN 60 DAYS OLD.

If this is a new residency, you will have 30 days to provide (1) item from category B and (1) item from category

CATEGORY A	CATEGORY B	CATEGORY C
Copy of sales contract if purchasing a new home Mortgage statement *Notarized lease/rental . agreement-must contain students name, be unexpired, signed by lessor/lessee and dated Copy of property deed if no mortgage statement is available Notarized landlord or homeowner letter acknowledging parent/guardian's and student's current residence if no lease exists, lease is expired, or lease is weekly or month to month	Current utility bill or work order showing service address. Examples: • Electricity • Natural gas • Phone • Cable or satellite	Valid automobile registration Voter registration Current auto or homeowner's insurance declaration page. Payroll stub Bank statement or credit card statement • Court document - Letter from any government agency With Burlington or Harwinton address dated for most current tax year W-2 Form Auto tax bill • Property tax bill

*You will be required to provide a notarized rental lease agreement yearly.

* *Additional information may be required for presentation during the registration process, such as but not limited to, a copy of the custodial agreement.

Regional School District 10
Burlington/Harwinton Connecticut

CERTIFICATION OF RESIDENCY

NEW ENROLLEE/STUDENT TRANSFER/CHANGE OF ADDRESS

Parent/Legal Guardian Statement

I (print name) _____ the parent or legal guardian of (student/s)
_____/ _____ Grade _____/_____

Harwinton/Burlington Address _____

certify that the above name student actually lives at the above address.

Phone number _____; Emergency phone number _____

The Owner/Landlord name is _____ phone number _____

Date living at address: _____ to _____ **A current lease needs to be provided yearly.**

The information and documentation provided are accurate. I authorize representatives of Region 10 School to verify this information, and I understand falsification of any information or documents required for this verification will result in revocation of registration for the student, and may lead to liability for tuition.

Parent/Guardian Signature: _____ Date: _____

*If you have any questions regarding this form, please contact: Dr. Fran Thompson Superintendent of Schools,
Region School District 10 24 Lyon Road, Burlington, CT 06013 860-677-3322*

FOR OFFICE USE ONLY

____ **1. If student resides with parent/guardians (s) or is aged eighteen or older or an emancipated minor.**

Copies of the following documents at the address within the district in the parent/guardian's name; or the name of a student aged eighteen or older, or an emancipated minor.

___a. Deed to home or dated rental agreement in Harwinton/Burlington resident's name.

___b. Escrow papers or signed mortgage commitment in Harwinton/Burlington resident's name

___c. Two current utility bills in Harwinton/Burlington resident's name

___d. Complete and have notarized page 4 of the Host's Statement and provide host's residency documentation.

____ **2. If student resides with person other than parent/guardian(s) and does NOT maintain his/her own**

residency as an adult or is not an emancipated minor: Please complete pages 1,2,3, & 4 and have notarized. Residency Affidavit (page 2) is to be filled out by the person with whom the student resides.

____ **3. In all other cases, * VERIFICATION VISIT BY RESIDENCY CONFIRMATION STAFF WILL FOLLOW ***

Regional School District 10
Burlington/Harwinton Connecticut

CONFIDENTIAL
RESIDENCY AFFIDAVIT

The Region 10 Board of Education, in compliance with statute 10-253(d) of the State of Connecticut, requires this form to be completed for any student who claims residency in Region 10 and is not residing with his or her parent/guardian(s) and whose parents/guardian(s) are not residing in Region 10. This form is required when there is a question about the child's actual residency. The student, parent/guardian, and person with whom the student is living must fill out this form together.

Date: _____

Student's Name: _____ DOB: _____
(Last) (First) (Middle)

Student's Harwinton/Burlington Address: _____
(# and street)

Phone number: _____

Name of person with whom student lives: _____

Relationship _____

Address: _____
(# and street)

Phone number: _____

Date student moved to Harwinton/Burlington _____
(Month) (Day) (Year)

Student's former address: _____
(# and Street) (Town) (State)

Former school _____ Grade: _____

Name of students Father: _____

Father's Address: _____
(# and Street) (Town) (State) (Phone)

Name of Student's Mother _____

Mother's Address: _____
(# and Street) (Town) (State) (Phone)

Name and Address of student's court appointed legal guardian, if applicable: _____

Regional School District 10
Burlington/Harwinton Connecticut

PARENT/GUARDIAN'S STATEMENT

I hereby certify that _____ is my _____
(student's name) (relationship)

And he/she resides with _____ who is _____
(name of person) (relationship)

at _____
(address) (phone)

I further certify that this is intended to be a bona fide permanent address at which my child will be living for _____ days and _____ nights per week and that I am not providing payment for having my child reside with _____.

I further certify that my son/daughter is not living with me because _____

As a parent/guardian of the student named on this form, and as a nonresident of Harwinton or Burlington, I attest to an accuracy of the information contained in this form. Further, I certify that, as a permanent resident of Harwinton or Burlington, the student is eligible for free school privileges. I agree to notify school officials immediately regarding the termination of students' permanent residency in the Town of Harwinton or Burlington, in which events the student will no longer be eligible for free school privileges. Finally, I understand that, should the student be found to be attending Region 10 schools illegally, Region 10 reserves the right to recover the costs for such education from me, the undersigned.

I understand I am making this statement under oath and any false statements may lead to my prosecution under the criminal statutes for the State of Connecticut.

I also understand that this document may be used in a court of law as evidence against me.

I hereby certify that the said _____ has full right to act in my child's behalf concerning any and all school disciplinary, administrative, and medical matters.

Witness (Notary Public) Date

Parent/Guardian Signature Date

Print name

Regional School District 10
Burlington/Harwinton Connecticut

HOST'S STATEMENT

Please check only one that applies: STUDENT ONLY (____) OR STUDENT WITH PARENTS (____)

I hereby certify that _____ is my _____
(student's name) (relationship)

and that he/she legally resides with me at _____
(address)

I further certify that is intended as a bona fide address and that:

(A) ____ this student will be living with me ____ days and ____ nights per week, and that I am not receiving payment for having this student with me. I certify that this student is residing with me because

(B) ____ this student and his/her parents will be living with me ____ days and ____ nights per week and that I am not receiving payment for having this student with me. I certify that this student and his/her parents are residing with me because _____

Please note Host statement - proof of residency needs to be updated yearly

Dates living with host: _____ to _____

As the host of the student named on this form, and as a resident of Harwinton or Burlington, I attest to the accuracy of the information contained in this form. Further, I certify that, as a permanent resident of Harwinton or Burlington, the student is eligible for free school privileges. I agree to notify school officials immediately regarding the termination of the student's permanent residency in Harwinton or Burlington in which event the student will no longer be eligible for free school privileges. Finally, I understand that, should the student be found to be attending Region 10 schools illegally, Region 10 reserves the right to recover the costs of such education from me, the undersigned. I also authorize the rental agent or landlord or residence owner or lessee to release any information needed to confirm my Harwinton or Burlington residency,

I understand I am making this statement under oath and any false statements may lead to my prosecution under the criminal statutes of the State of Connecticut.

I also understand that this document may be used in a court of law as evidence against me.

**** If you are the guardian of the student, please indicate that date and source of your authority:**

Date: _____ Authority: _____

I, _____, understand that I have full responsibility for this student concerning any and all school disciplinary, administrative, and medical matters.

Print Host name

Host signature Date

Witness (Notary Public) Date

Parent signature

Print parent name