

SCHOOL ADMISSIONS

All children of school age who reside in the town will be entitled to attend the public schools, as will certain children who do not reside in the town but who are admitted under School Committee policies relating to nonresident students or by specific action of the School Committee.

Advance registration for prospective kindergarten students will take place in April. Every student seeking admission to school for the first time must present a birth certificate or equivalent proof of age acceptable to the Principal and proof of vaccination and immunizations as required by the state and the School Committee. Proof of residency of legal guardianship may also be required by the school administration.

LEGAL REFS.: M.G.L. 15:1G; 76:1; 76:5; 76:15; 76:15A
603 CMR 26:01; 26:02; 26:03

CROSS REFS.: JLCA, Physical Examination of Students
JLCB, Inoculations of Students
JFBB, School Choice

ADMISSION OF RESIDENT STUDENTS

Children who "reside in town" are considered legal residents of Berlin/Boylston and are eligible to attend the Berlin/Boylston Public Schools. When a new student registers for school and lives with anyone other than a parent or guardian, the school department must receive an official court document stating legal custody and proof of residency or a notarized *Responsible Adult Affidavit (JFAA-E-2)*. A student who is a resident of a foreign country and enters the Berlin/Boylston Public Schools under the provisions of the Foreign Student Exchange Program may attend in accordance with State and Federal Law. **Students expelled or excluded from their previous school due to disciplinary violations under M.G.L. c. 71, §37H(e) or §37H ½ may not be admitted.**

Families who move to Berlin/Boylston are eligible to register their children in the school system. All applicants for enrollment must submit *Residency Statement (JFAA-E-1)* and at least one document each from Column A, B and C and any other documents that may be requested, including but not limited to those from Column A, B or C (noted below). A parent, guardian, or student who is unable to produce the required documents should contact the Superintendent of Schools.

<u>Column A</u> <u>Evidence of Residency</u>	<u>Column B</u> <u>Evidence of Occupancy</u>	<u>Column C</u> <u>Evidence of Identification</u> <u>(Photo ID)</u>
Record of recent mortgage payment and/or property tax bill	Recent bill (dated within the past 60 days) showing Berlin or Boylston address	Valid Driver's License
Copy of Lease <i>and</i> record of recent rental payment	Utility Bill - gas, oil, electric, water, home telephone (not cell) or cable	Valid MA Photo ID Card
Landlord Affidavit <i>and</i> recent rental payment	Excise Tax Bill	Passport

If these documents cannot be provided, the family must secure a notarized *Landlord/Property Owner Verification (JFAA-E-3)* from their landlord or property owner. Massachusetts and Federal law condition the right to attend school on residency, thus, at all times, the burden of proof shall be on the student's family to provide any and all evidence pertaining to residency at the request of the school department.

If a student's family moves from Berlin/Boylston during the school year, the student and his/her records, including immigration records required by law, shall be transferred immediately to the school in the city or town where they are residing. Requests to continue non-residence attendance shall be made in accordance with Policy JFABAA – *Completion of School Year or Senior Program by Student Who Moves Out of the District*.

Should there be a question of residency, the Office of the Superintendent will conduct an investigation. School officials will use reasonable discretion in deciding how to determine the circumstances of a child's residence. Any student who is attending the Berlin/Boylston Public Schools in violation of the residency requirement will be removed from the Berlin/Boylston Public Schools.

A student whose family is planning to move into Berlin/Boylston may be granted provisional permission to enroll in the school system. Clear and documented evidence of intent to reside in Berlin/Boylston, such as a signed purchase and sales agreement, must be presented.

In cases where a new home is to be built, the following documents will be provided:

1. A signed Purchase and Sales agreement;
2. A copy of a mortgage commitment letter to ensure that construction will occur or continue on schedule; and
3. The parents must document to the satisfaction of the principal that they will be permanently residing in the district within sixty calendar days from the time the students would enter school.

The acceptance of the student will be for sixty days. If the period expires and the student does not reside in the district, the parents will be informed that the student will no longer be entitled to attend school in Berlin/Boylston and must be educated in the community in which the family resides. In exceptional circumstances, the Superintendent may grant an extension to the sixty-day time period. A copy of this policy shall be given to the parent or guardian at the time of registration of the student.

This policy is **intended to be** in compliance with M.G.L. c. 71, §37, c. 76, §5; M.G.L. c. 71B, §31, 603 CMR 28.202 and **applicable the Federal Law, including: the McKinney-Vento Act and the No Child Left Behind Act.**

LEGAL REFS.: M.G.L. 71:37; 76:5; 71:31; CMR 28.202

CROSS REF.: JFABAA

Approved Berlin-Boylston Regional and Union #60 School Committees: April 7, 2009

Berlin-Boylston Public Schools Residency Statement

I/we, the parent(s), legal guardian(s) or responsible adult of _____,
(Print student's full name)

hereby certify as follows:

1. I/we wish to enroll the above named student in the Berlin-Boylston Public Schools. I/we understand that pursuant to Massachusetts law and Berlin-Boylston Public School Committee Policy, students who actually reside in the Town of Berlin or Boylston may attend the Berlin-Boylston Public Schools and students who do not actually reside in the Town of Berlin or Boylston may not attend the Berlin-Boylston Public Schools.
2. I/we hereby certify that effective _____, 20____, the above named student is/will be residing at the following address in Berlin or Boylston, Massachusetts, with:

Printed Name(s) of Parent(s)/Guardian(s)/ Responsible Adult(s)

No.	Street	Apt/Unit No.	Town	Zip Code
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Home Telephone: _____

Cell Phone: _____ Work Phone: _____

3. I/we acknowledge that I am/we are required to notify the Berlin-Boylston Public Schools or the above student's school, in writing, of any change in said student's address within five (5) calendar days of such change of address.
4. I/we understand that this *Residency Statement* will be relied upon by the Berlin-Boylston Public Schools for the purpose of determining the above student's eligibility to attend the Berlin-Boylston Public Schools on the basis of residency. If said student is enrolled in the Berlin-Boylston Public Schools based upon the information provided and it is subsequently determined that the student does not actually reside in Berlin or Boylston, I/we understand that the student's enrollment in the Berlin-Boylston Public Schools will be promptly terminated unless otherwise approved as stated in Policy JFABAA.
5. I/we further certify that I am/we are the parent(s), legal guardian(s) or responsible adult of the above student. (If signing as a "Responsible Adult", you will be required to complete the Responsible Adult's Affidavit provided by the Berlin-Boylston Public Schools.)
6. I/we understand that all applicants must reside in the Town of Berlin or Boylston (Massachusetts General Laws, Chapter 76, sec 5 every person shall have a right to attend the public schools of the town where he/she actually resides, subject to the following section. No School Committee is required to enroll a person who does not actually reside in the town unless said enrollment is authorized by law or by the School Committee. Any person who violates or assists in the violation of this provision may be required to remit full restitution to the town of the improperly-attended public schools. No person shall be excluded from or discriminated

against in admission to a public school of any town, or in obtaining the advantages, privileges and courses of study of such public school on account of race, color, sex, gender identity, religion, national origin or sexual orientation. *Amended by st.1971, c.622, c.1; st.1973, c.925, s.9A, st.1993, c.282; st.2004, c.352, s.33.)*

Signed under the pain and penalties of perjury on this _____ day of _____, 20____:

Parent/Guardian/ Responsible Adult

Parent/Guardian/ Responsible Adult

This form and proof of residency must accompany this form with at least one document from each of the following three columns: A, B, and C.

Column A <u>Evidence of Residency</u>	Column B <u>Evidence of Occupancy</u>	Column C <u>Evidence of Identification</u> <u>(Photo ID)</u>
Record of recent mortgage payment and/or property tax bill	Recent bill (dated within the past 60 days) showing name and Berlin or Boylston address	Valid MA Driver's License
Copy of Lease <i>and</i> record of recent rental payment	Utility bill – gas, oil, electric, water, home telephone (not cell) or cable	Valid MA Photo ID Card
Landlord Affidavit <i>and</i> recent rental payment	Excise tax bill	Valid Passport

Adopted April 7, 2009

Revised January 19, 2017

Berlin-Boylston Public Schools
School Admission / Residency
Responsible Adult Affidavit

This form is to be completed by the person who is not the parent or legal guardian of a child seeking enrollment to the Berlin-Boylston Public Schools.

I/we, _____, swear under oath, that the following information is true:

1. _____, a child of school age, is living with me at _____ (address).
2. I am not the parent or legal guardian of _____.
3. My relationship to this child is _____.
4. I am not able to obtain authorization from _____'s parent(s) or guardian(s) because _____
_____.
5. I understand that temporary residence of a child in the Town of Berlin or Boylston solely for the purpose of attending the Berlin-Boylston Public Schools is not considered a "residency."
6. I will act as the responsible adult to make any decisions regarding the education of this child during his/her enrollment in the Berlin-Boylston Public Schools.
7. I understand that the Berlin-Boylston Public Schools reserve the right to investigate the reasons why this child does not reside with a parent or legal guardian.

Signed under the pains and penalties of perjury

(Signature)

(Date)

(Signature)

(Date)

This form must be presented to and signed and notarized by a duly authorized Notary Public in the Commonwealth of Massachusetts, Worcester County.

(Notary Public)

(Date)

Commission Expires _____

Adopted April 7, 2009

LANDLORD/PROPERTY OWNER VERIFICATION

PART I Tenant Information

Name _____

(Please list all family members)

Address _____

(Street)

(Town, State, Zip Code)

PART II Authorization to Release Information

I, _____, give my permission to the requester to obtain and verify this information.

(Signature)

(Date)

PART III To Be Completed by Landlord/Property Owner

The above family is living at the above address. They moved in on _____ and
(Date)

are expected to remain until _____.
(Date)

(Landlord/Property Owner's Name)

(Telephone)

(Street Address)

(Town, State, Zip Code)

Please sign and date this form.

(Landlord/Property Owner's Signature)

(Date)

This form must be presented to and signed and notarized by a duly authorized Notary Public in the Commonwealth of Massachusetts, Worcester County.

(Notary Public)

(Date)

Commission Expires _____

Adopted April 7, 2009