

Book	Policy Manual
Section	200 Pupils
Title	Eligibility of Nonresident Students
Code	202
Status	Review
Adopted	January 17, 2023
Last Reviewed	January 29, 2024

Purpose

The Board shall operate district schools for the benefit of students residing in this district 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]. Applications are due by July 1st for the fall semester and December 1st for the spring semester.[4][5][6]

The Board shall 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 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 shall be removed from school after notice is given of an opportunity to appeal the student's removal, in accordance with Board policy.[7][9]

The Board shall not be responsible for transportation to or from school for any nonresident student residing outside school district boundaries.

Tuition rates shall be determined annually in accordance with law. Tuition shall be charged and paid prior to the start of each semester, in advance of attendance.[5][10][11]

Guidelines

Nonresident Children Placed in Resident's Home

Any child placed in the home of a district resident by a court or government agency shall be admitted to district schools and shall receive the same benefits and be subject to the same responsibilities as resident students.[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 s/he shall be admitted to district schools, and a charge shall be made for tuition in accordance with law.[10][13][14][15][16][17][18][19]

Prospective 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 by September 30th may be enrolled with payment of tuition, which shall be refunded when the child becomes a resident of the district.[5]

Parents/Guardians of students who claim admission on the basis of future residency shall be required to demonstrate proof of the anticipated residency.

Former Residents

Regularly enrolled students whose parents/guardians have moved out of the school district may be permitted to continue attendance under certain conditions. If the move has occurred within the last half of any marking period, the student may be permitted to complete that period in the district without payment of tuition.

Documentation as to local parental supervision is required.

If the move has occurred within the last semester of the student's senior year, they may complete that year without payment of tuition.[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 shall immediately enroll homeless students, even if the student or parent/guardian is unable to produce the required documents, in accordance with Board policy, laws and regulations.[20]

The Board shall 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 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 PA Department of Education.[10][22]

If information contained in the sworn statement of residential support is found to be false, the student shall be removed from school after notice is given of an opportunity to appeal the student's removal, in accordance with Board policy.[10][23]

Children of Active Duty Military Families

Children of active duty military families shall be eligible for enrollment in this district in accordance with the Interstate Compact on Educational Opportunity for Military Children, state law and Board policy.[5][8][10][21]

Children of Nonresident Staff Members

Children of nonresident employees may be enrolled in the schools of this district with payment of tuition where attendance is justified on the grounds that the student(s) has a parent/guardian who is a regular employee of the district and parent/guardian is responsible for providing transportation to and from the school district. Tuition shall be \$1,000 per year.

Children Residing With a Resident Adult Other Than The Natural Parent

A child residing with a resident adult other than their natural parents is entitled to school privileges without the payment of tuition only upon meeting certain conditions and providing satisfactory evidence of the same. The conditions are that the resident adult that the child is residing with must file with the Superintendent or designee the following:

1. Appropriate legal documentation showing dependency or guardianship.
2. A sworn (notarized) statement that the signer is a resident of the district, is supporting the child gratis (without personal compensation or gain) will assume all personal obligations for the child relative to school requirements, intends to so keep and support the child continuously and not merely through the school term, and, when required, reasonable information submitted by the resident to substantiate the sworn statement. Each adult resident that the child lives with must provide a sworn statement.

Juveniles Incarcerated in Adult Facilities

A juvenile who is eligible for educational services and is confined to an adult local correctional institution following conviction for a criminal offense shall receive educational services from the district in the same manner and extent as an expelled student.[21][22]

A juvenile who is eligible for educational services and is confined to an adult local correctional institution following a charge for a criminal offense shall receive educational services from the district in the same manner and extent as a student placed in an alternative educational program for disruptive students.[21]

Delegation of Responsibility

The Superintendent or designee shall develop **administrative regulations** for the enrollment of nonresident students.

The Superintendent shall recommend to the Board for its approval the admission of qualified **nonresident** students.

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

15. 24 P.S. 1308

16. 24 P.S. 1309

17. 24 P.S. 1310

18. 24 P.S. 2562

19. 22 PA Code 11.18

20. Pol. 251

24 P.S. 1306.2

24 P.S. 2503

22 PA Code 11.41

Pol. 103

Pol. 103.1

ADMINISTRATIVE REGULATION

Wellsboro Area School District

APPROVED:

REVISED:

202-AR-0. NONRESIDENT STUDENTS

Nonresident students may be admitted to district schools upon proper application and submission of required documents by the parents/guardians.

All claims of residency will be verified by district staff.

Continued enrollment of a nonresident student will be contingent upon the student maintaining established standards of academics, attendance and discipline.

A student residing with an adult other than the natural parents will be enrolled following receipt of documents required for enrollment by law and Board policy and one (1) of the following:

1. Verification that the student resides at a federal installation.
2. Appropriate legal documentation, such as a court order, to show dependency or guardianship.
3. Sworn, notarized statement indicating that the signer is a district resident; is supporting the child gratis, without personal compensation or gain; will assume all personal obligations for the child relative to school requirements; intends to keep and support the child continuously and not merely through the school term; and, when required, any reasonable information submitted by the resident to substantiate the sworn statement.

Information concerning health and compliance with immunization requirements, proof of age, proof of residency and the **Parental** Registration Statement must be submitted to the district prior to enrollment of the student. District staff will contact the previous school district to obtain the student's transcripts and school records.

Enrollment of the nonresident student will be completed the next school day following receipt of required documentation by the district, **but no later than five (5) business days following application.**

If enrollment of a nonresident student is denied, the parents/guardians will be notified in writing of the reason(s), and submitted records will be returned, upon request.

STUDENTS PLACED IN DISTRICT

Nonresident Children Placed in Resident's Home

Nonresident school age children placed in the home of a district resident by court order or an arrangement with an association, agency or institution having the care of neglected and dependent children, when the resident is compensated for the child's care, will be enrolled in district schools without tuition.

Before accepting a nonresident school age child for such compensation, the resident guardians must secure from the district's Superintendent or designee a written statement that the student can or cannot be accommodated in district schools. If the student cannot be accommodated, the reasons must be given in writing.

Prior to enrollment of the student, the resident must present proof of residence and documentation to comply with all established enrollment requirements, including proof of age, immunization records and **Parental** Registration Statement.

At the time of registration, the resident will be required to present a copy of the court order or a letter from the placing agency, association or institution, which will be attached to the district's copy of the student registration.

Designated staff will be required to obtain information from the agency, association or institution that is required to receive state reimbursement for the student.

Residents of Institutions

Nonresident school age children who are living in or assigned to an institution for the care or training of children located within the district will be enrolled in district schools. The district and the institution in which the student is placed should develop a written agreement for the provision of educational services.

The district will provide transportation to such students attending district schools.

The Business Office will be responsible for billing for tuition fees for such students.

For students in institutions located in the district who are attending district schools and are suspected or identified as eligible students relative to special education services, the district is responsible for the following:

1. Providing the student with an appropriate program of special education and training consistent with laws and regulations.
2. Maintaining contact with the home district of the student to keep that district informed of its plans for educating the student and seeking the advice of the district with respect to the student.

The district and the student's home district may develop a written agreement for an arrangement of educational and procedural responsibilities, in accordance with law. The agreement must be approved by the Department of Education, after notice to and an opportunity for comment by the parents/guardians of the student.

Students Experiencing Educational Instability

The district will immediately admit students experiencing homelessness, foster care and other forms of educational instability, even if the required documents are unavailable, in accordance with Board policy, law and regulation. (Pol. 200, 251)

Children of Military Families

The district will facilitate the timely enrollment and permit advanced enrollment of children of active duty military families in this district, in accordance with the Interstate Compact on Educational Opportunity for Military Children, state law and Board policy. (Pol. 254)

When military personnel who are parents/guardians of a student are deployed and the student lives with relatives or family friends who are district residents for the period of deployment, the student will be enrolled in district schools.

The district resident is presumed to be supporting the child gratis, and no tuition will be charged.

TUITION STUDENTS

For purposes of this regulation, the term **tuition** means the per diem overhead cost per student computed on the same basis as tuition charges to other school districts, in accordance with state law.

The monthly tuition charge for nonresident students will be based on the number of scheduled student days in each month, and there will be no deduction in charges because of students' absences.

Prospective Residents

Prospective residents presenting an Agreement of Sale not exceeding two (2) months from the date of entry may enroll their child in district schools in accordance with the following:

1. Payment of tuition in advance for the entire period of attendance up to the date of occupancy. Tuition may be refunded for a period of attendance not exceeding two (2) months prior to the date of occupancy.
2. Ten (10) days' enrollment in a calendar month will constitute a full month for tuition calculation. Less than ten (10) days' enrollment in a calendar month will require one-half (1/2) tuition cost for the month.

3. Parents/Guardians will assume responsibility for transportation of the student until date of occupancy.
4. Once settlement occurs and the parents/guardians physically move into the district, a deed or **settlement agreement** must be presented to the district as proof of occupancy.

Prospective parents/guardians presenting a lease/rental agreement indicating expected occupancy within the district not exceeding two (2) months from the date of entry may enroll their child in district schools in accordance with the following:

1. Payment of tuition in advance for the entire period of attendance up to the date of occupancy. Tuition may be refunded for a period of attendance not exceeding two (2) months prior to the date of occupancy.
2. Ten (10) days' enrollment in a calendar month will constitute a full month for tuition calculation. Less than ten (10) days' enrollment in a calendar month will require one-half (1/2) tuition cost for the month.
3. Parents/Guardians will assume responsibility for transportation of the student until date of occupancy.
4. Once occupancy occurs, the parents/guardians will present documentation containing the rental address, such as a driver's license, motor vehicle registration, or voter registration.

Former Residents

When a student and parents/guardians move from the district on or after the beginning of the fourth quarter, the student may continue to attend district schools for the remainder of the year without paying tuition. The parents/guardians will assume full responsibility for transportation of the student.

When a student and parents/guardians move from the district prior to the fourth quarter, the student may continue to attend district schools until the end of the school year, in accordance with the following:

1. Payment of tuition in advance for the remaining portion of the school year, commencing from the date the parents/guardians move from the district.
2. Parents/Guardians will assume full responsibility for transportation of the student.

Senior Students Moving From District

Resident parents/guardians of a senior student who move from the district after the school year begins may continue the student's enrollment in district schools without tuition until the end of the semester following the change in residence.

After the end of the semester, the senior student may continue attending district schools with payment of tuition in advance for the remaining months.

Note: Please review and revise language to align with Policy 202.

