



SECTION: STUDENTS

POLICY: 202

TITLE: ENROLLMENT OF NON-RESIDENT STUDENTS

ORIGINAL: April 25, 2016

CURRENT REVISION: April 5, 2021

LAST REVIEWED BY THE COMMITTEE:

I. PURPOSE

The Board of School Directors (“the Board”) shall operate the schools of the Wissahickon School District (“the District”) for the benefit of the students residing in the District and eligible for attendance. The Board may allow a nonresident student to enroll in and to continue to attend school in the District only if the student is legally entitled to do so and/or if the student satisfies the eligibility conditions in this Policy.

II. DEFINITIONS

- A. Resident student - For the purposes of this policy, a student is a resident in the district when his/her parent/guardian, who lives in and maintains a primary residence in the district, has physical custody of the student fifty percent (50%) or more of the school year.
- B. Residence in the district is established by a parent/guardian when that person maintains and uses eating, sleeping, and other domestic accommodations in the district as a non-transient home. The owner of a property in the district does not qualify as a resident unless s/he maintains and uses the property at his/her home with full domestic accommodations that are normally associated with living in a home.

III. POLICY

- A. Children Residing With an Adult Other Than a Parent or Guardian
 - a. A resident of the District who keeps in his/her home a child of school age, not his/her own, supporting the child gratis as if the child were his/her own, shall file with the Secretary of the Board of Directors a sworn statement that he/she is a resident of the District, that he/she is supporting the child gratis, that he/she will assume all personal obligations for the child relative to school requirements, and that he/she intends to keep and support the child continuously and not merely through the school term. Upon the filing of this statement, the child shall be entitled to all free school privileges accorded to resident schoolchildren.
 - b. The resident, guardian or foster parent will furnish annually a notarized affidavit certifying to sole, exclusive, entire and continuous financial and custodial support of the resident student. The Board may require a resident to submit additional reasonable information to substantiate the sworn statement, in accordance with guidelines issued by the Pennsylvania Department of Education. 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.

- c. If information contained in the sworn statement of residential support is found to be false, the student shall be removed from school, after written notice is given of an opportunity to appeal the student's removal.

B. Foreign Exchange Students

- a. A foreign exchange student will be admitted to the District without tuition charge if the District resident provides evidence that the student is a bona fide exchange student who is participating in a District-recognized national or international program.

C. Prospective Residents

- a. A student will be admitted without tuition charge if the student's parent or guardian will certify in writing and submit corresponding proof of the financial commitment demonstrating an intent to assume actual residence in the District within thirty (30) school days of the date of the student's admission. The failure of the parent or guardian to establish residency within that thirty (30) school day period will result in the obligation of the parent or guardian to pay the cost of tuition, both retroactively and currently, until the establishment of actual residency in the District. If sufficient information exists in support of the efforts to establish actual residence in the District as determined by the District Superintendent or his/her designee, the continued enrollment of the student beyond the initial thirty (30) school day period will be permitted upon the payment of tuition as calculated pursuant to Section 2561 of the Public School Code of 1949, 24 P.S. §25-2561. The parent or guardian shall assume responsibility for the daily transportation of the student to and from the District school assigned until such time as actual residency is established.

D. Former Residents

- a. A student who is enrolled as a District resident at the time the student's parents or guardians move outside of the District residency boundaries will be classified as a non-resident but the student may continue to be enrolled in the District without payment of tuition for a period of up to thirty (30) days.
- b. A student who is enrolled as a District resident during the school year through the time the student's parents or guardians move outside of the District residency boundaries during that school year will be classified as a non-resident but the student may continue to be enrolled in the District with payment of tuition for the remainder of that school year.
- c. If a student was a full-time student for the entire eleventh grade school year in the District and the student's parents or guardians move outside of the District residency boundaries after completion of the student's eleventh grade school year, the student shall be permitted to complete the twelfth grade school year in the District without the payment of tuition.
- d. If a student was a full-time student for less than the entire eleventh grade school year in the District and the student's parents or guardians move outside of the District residency boundaries after completion of the student's eleventh grade school year, the student shall be entitled to complete twelfth grade in the District upon payment of a pro rata portion of the tuition based upon the number of months the student was enrolled in the District during the student's eleventh grade school year.
- e. A school year shall be the normal school term that begins on the first day of school and ends on the last day of school.

- f. The parents or guardians of a non-resident student who was a former District resident shall be responsible for the transportation of the student. The District shall not provide transportation to or from school for that non-resident student, regardless of whether tuition is charged.
- E. Non-Resident Student Tuition Contract
- a. In any circumstance described in this Policy in which a student's parents or guardians are responsible for the payment of tuition, the student's parents or guardians must sign a non-resident student tuition contract and agree to the terms and conditions contained in that contract in order for the student to attend school in the District. The contract shall include, among other things, the requirement that the student's parents or guardians pay tuition as required under this Policy. Tuition shall be calculated in accordance with Section 2561 of the Public School Code of 1949, 24 P.S. § 25-2561. The payment for tuition shall be made in advance on a monthly basis. The non-resident student shall not be admitted and/or continue as a student unless the required advance tuition payment has been made to the District.
- F. Non-Resident Children Placed In A Resident's Home
- a. Non-resident school age children placed in the home of a resident by order of court or by arrangement with an association, agency or institution having the care of neglected and dependent children, and for which the resident is compensated, shall be entitled to all free school privileges accorded to resident schoolchildren of the District. In the foregoing cases, the District Superintendent shall, if possible prior to the acceptance by the resident of custody of the school-age child or as soon as the Superintendent has been advised that the resident intends to accept the school-age child, give such resident a statement in writing that the child can or cannot attend school in the District and the reasons therefore.
- G. Non-Resident Children In An Institution
- a. Non-resident school-age children who are inmates in any orphan asylum, home for friendless, children's home or other institution for the care or training of orphans or other children located within the District, but are not legal residents of the District, shall be permitted to attend school, either with or without charge for tuition, textbooks or school supplies, as the Board of School Directors shall determine.
- H. Homeless Students
- a. 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.

IV. DELEGATION OF AUTHORITY

- A. All requests for the admission of students shall require a conference of the applicant parent(s), guardian(s) or foster parent(s) with the Superintendent or his/her designee. The Board of School Directors reserves the right to require such other actions of the applicant as deemed necessary.
- B. The Superintendent or designee shall develop procedures for the enrollment of non-resident students which:
 - a. Admit such students only on proper application and submission of required documentation by the parents or guardians.
 - b. Verify claims of residency.
 - c. Do not exclude any eligible student on the basis of race, creed, color, gender, sexual orientation, national origin, ancestry, or disability.

- d. Deny admission where the educational facilities or program maintained for District students is inadequate to meet the needs of the applicant.
- e. Make continued enrollment of any non-resident student contingent upon maintaining established standards of attendance, discipline and academics.
- C. The Superintendent shall recommend to the Board for its approval the admission of qualified applicants who may continue to be enrolled in the District beyond a period of thirty (30) days under this Policy.
- D. This Policy shall not limit the District's right to seek and recover payment of tuition and costs from other school districts related to the enrollment and/or attendance of a non-resident student in the District.
- E. The Board reserves the right to seek and recover all available damages arising out of lack of residency, misrepresentation and/or fraud regarding residency.

IV. REFERENCES

24 P.S. 501
24 P.S. 502
24 P.S. 503
24 P.S. 1301
24 P.S. 1302
24 P.S. 1305
24 P.S. 1306
24 P.S. 1306.2
24 P.S. 1307
24 P.S. 1308
24 P.S. 1309
24 P.S. 1310
24 P.S. 1316
24 P.S. 2561
24 P.S. 2562
22 PA Code 11.18
22 PA Code 11.19
22 PA Code 11.41
Policy 103
Policy 103.1
Policy 200
Policy 235
Policy 906