

Orleans Southwest Supervisory Union Residency Guidelines and Verification Procedures

If a question of residency within a district of the Orleans Southwest Supervisory Union should arise, building Administrative Assistants shall contact the OSSU Business Manager. If the Business Manager is unable to determine residency based upon information provided, he/she will initiate an investigation and request proof of residency. Students may remain enrolled in the district school unless it is determined that the student is not a legal resident of the district. The Business Manager will notify the Superintendent and the Building Administrative Assistant of the outcome of all investigations.

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The Orleans Southwest Supervisory Union (OSSU) is responsible for ensuring the education of students who are residents in the following school districts:

- Craftsbury Town School District
- Greensboro Town School District
- Hardwick Town School District
- Hazen Union School District
- Lakeview Union School District
- Stannard Town School District
- Wolcott Town School District
- Woodbury Town School District

Each School Board has a responsibility to the taxpayers of these school districts to be assured that the district is only educating those students whose parents, legal guardians or custodians have chosen to make one of these districts their residence or who meet the statutory exceptions to the residency requirement. Accordingly, each district may, consistent with state statute, refuse to accept or may dismiss students who are not legal residents of the school district. If a student is found not to be primarily residing in-district, the student will need to enroll in the school district of the city/town where he/she actually resides. Residency of state-placed students and children of homeless parents shall be determined under separate procedures.

OSSU reserves the right to request proof of residency when students are initially enrolled. OSSU also reserves the right to verify residency either at the time of re-enrollment or during the academic year. Since family situations can change, OSSU reserves the right to request updated information when warranted. The Superintendent or designee may initiate an investigation, including a home visit, to verify residency. Factors that may trigger an investigation include, but are not limited to, changes in residency not reported immediately to the school the student is enrolled; mail returned to the school; incomplete or contradictory proofs of residency; or anonymous calls reporting suspected residency violations. In order to determine whether a student is a legal resident as defined in Title 16 VSA § 1075 the school district will accept the following documents as proof of residency and the completion of the attached Affidavit Concerning Student Residence. PO boxes will not be accepted with the exception of documented court-related reasons.

Proof of in-district residency within the school district from <u>ONE</u> of the following:	<u>AND</u> Proof of in-district residency from <u>TWO</u> of the following:
<ul style="list-style-type: none"> a. Current tax bill. b. Current mortgage papers/closing statement showing an in-district address and the name of the parent or legal guardian, or custodian. c. Formal lease showing the name, physical address and telephone number of the landlord, in-district physical address and name of lessee. d. A notarized letter from the landlord stating the address of the residence being leased and the name(s) of the lessee(s), along with the landlord's address and telephone number. e. If residing with Friends or Family a notarized letter from the friend/family member stating the address of the residence and the name(s) of the property owner(s), along with the property owner's address and telephone number. 	<ul style="list-style-type: none"> a. Valid Vermont drivers license with in-district address. b. Valid Vermont identification card with in-district address. c. Valid voter registration card or receipt with in-district address. d. Valid Vermont vehicle registration card. e. Current utility bill in your name. f. Valid Public Aid card. g. Current in-district library card with your name and address. h. Valid automobile insurance card. i. Bank Statement for last or current month (financial information redacted).

The legal residence of a minor student is where his or her parents reside, except that if the parents live apart, legal residence is where either parent resides. If a parent with sole custody lives outside the state of Vermont the pupil does not have a legal residence in Vermont.

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If the minor student is in the custody of a legal guardian appointed by a Vermont court or a court of competent jurisdiction in another state, territory or country, legal residence is where the guardian resides. If the student resides within the school district with a legal guardian or custodian, the guardian or custodian must provide the following:

a. A court document or a S.R.S. Placement/Payment Authorization Form granting legal custody and control of the student to the nonparent.

AND

b. Completion of the Affidavit Concerning Student Residence.

If the minor student resides in-district as an emancipated minor, the natural parent or legal guardian, and the emancipated minor must complete an Affidavit Concerning Student Residence.

Parents, legal guardians or custodians of student(s) who are not in-district residents and wish the student(s) to attend a school within OSSU, must supply the appropriate custody information for the student(s) they wish to enroll, and they must apply to the Superintendent for the student(s) to be admitted as a nonresident (tuition) student.

If you have received a request for proof of residency, the appropriate above stated documents and a completed Affidavit Concerning student Residence must be submitted to the Superintendent or designee within one (2) weeks of the date of the request. Failure to timely provide the appropriate documents and the completed Affidavit will result in your being billed for tuition and/or may result in your child being excluded from school.

Please note: **THE AFFIDAVIT CONCERNING STUDENT RESIDENCE REQUIRES A NOTARIZED SIGNATURE.** For your convenience, a notary is available, free of charge, at the Administrative Office of Orleans Southwest Supervisory Union located at 157 Daniels Road, Hardwick, Vermont.

Residency verification documents will be reviewed by the Superintendent or designee and a decision will be made as to whether the responses comply with the laws of the State of Vermont, as they relate to establishing residency for school enrollment purposes.

Any decision regarding residency may be appealed in writing to the appropriate School Board. If the Superintendent or designee denies enrollment, and the student will not be in attendance for at least two days pending a Board hearing, the Commissioner of the Agency of Education may issue a temporary order requiring enrollment. Once the Board has made its decision any interested person or taxpayer, may appeal the decision to the Commissioner of Education whose decision shall be final.