

SCHOOL CITY OF WHITING ENROLLMENT PACKET 2023-2024 School Year

Adopted by
The Board of School Trustees

October 10, 2000
(Revised December 2022)
in Support of Board Policy #5113

Questions concerning the enrollment process should be directed to the Superintendent's Office by calling 219-659-0656 ext. 143

Proof of Residency should be submitted to the Administration Building located at 1500 Center Street, Door A for approval.

Building Administrators:

Nathan Hale Elementary: Julie Pearson, Principal
Whiting Middle School: Erin Nolan-Higgins, Principal
Whiting High School: Travis Anderson, Principal

SCHOOL CITY OF WHITING

CUMULATIVE RECORD ENROLLMENT CHECKLIST

The following items must be in the possession of our school before enrollment can occur. A staff member will initial and date this form upon receipt of required documentation.

Student Enrollment Data

_____ Original Birth Certificate	_____ Transfer Form
_____ Immunization Record	_____ Release of Information - Records Form

Rental Data

_____ Notarized affidavit from landlord supporting residence (Form #1);

_____ Affidavit supporting residency (Form #2) (**Form #1 Required if Rental**);

_____ Utility turn-on slips (cable, phone, NIPSCO);

AND _____ Change of Address Form from Post Office (if no utility bill);

Home Ownership Data

_____ Mortgage papers, or _____ Closing statements, or

_____ Property Tax Receipt, or _____ Deed

AND _____ Current Utility Receipt (Form)

Administrative Investigation

_____ History check at previous school;

_____ Random residency checks;

Custodial Documentation

_____ Copy of divorce decree;

_____ Petition for Guardianship and certified copy of guardianship order signed by the issuing judge;

_____ Document from County Department of Welfare showing assignment of guardianship;

Example of Items NOT Accepted as Proof of Residency:

- Lease Agreement
- Rent Receipt
- Letters from a Landlord
- Disconnect Notices from a Utility Company

IMPORTANT: All court orders **must be filed, stamped and signed by clerk;** All orders of protection **must be current** and copy at the local police department.

SCHOOL CITY OF WHITING ENROLLMENT PROCEDURE

(Consonant with Board Policy #5113)

Dear Parent/Guardian:

To enroll as a student in the School City of Whiting, the following must be provided:

General Enrollment Information:

- 1. A completed Cumulative Record Enrollment Checklist**
- 2. Release of Information and/or Records Form**
- 3. Immunization Records**
- 4. Original Birth Certificate**
- 5. Transfer Form (from previous school)**
- 6. Home Language Survey**

The School City of Whiting will contact the school previously attended to verify the student's status at that school and to obtain the necessary student records. When the records have been received and the student's residence verified, he/she will be enrolled in the Whiting school system.

Residency Requirements: By Indiana State law, students may attend school only in the attendance area of the school corporation in which the student's parents reside, unless specific guardianship or custodial arrangements have been made (*see below*); or unless the student pays transfer tuition according to the school district's tuition policy. The parents' residence must be their permanent residence and not a temporary or special arrangement. To establish that the student's legal settlement is within the boundaries of the School City of Whiting, parents must provide:

1. Proof of Home Ownership/Rental/Other Housing Arrangement

- a) Proof of ownership through mortgage papers, property tax receipt, closing statement, or deed; or
- b) Proof of rental (Form #1); or
- c) If the family is living with relatives or other persons, an affidavit attesting that the family is residing at the Whiting address will be required from the person with whom the family is living (Form 2).
If the family is living with someone who rents, Form 1 must accompany Form 2.

2. Proof of Occupancy

- a) Utility turn-on receipt, utility bill in name of parents, or other equivalent proof of residence at a Whiting address.

Please note that if, after the student's enrollment, the School City of Whiting obtains information that the family does not reside within Whiting, the School City of Whiting will investigate the matter and may require the parents to produce additional information verifying their residency within the school boundaries.

If it is determined that the family does not reside within Whiting's boundaries, expulsion proceedings will be initiated and the family will be charged for tuition owed to the district.

Custodian/Guardianship Arrangements

If a student does not reside with his/her parents, and an individual claims to have been awarded custodianship or guardianship of the student to be enrolled, the guardian will be required to present:

1. The Petition of Guardianship and a certified copy of the Guardianship signed by the Judge of the Court.
2. A copy of tax forms indicating that the child has been claimed as an exemption with the guardian's employer.
3. Documents indicating that the new guardian has placed the child on his/her health insurance plan at his/her place of employment.

In addition, the individual agrees to random home visits by the School City of Whiting Attendance Officer to verify the student's residence with the individual.

The School City of Whiting will investigate any information it receives concerning any student's attempts to circumvent the state's legal residency requirements. If the School City of Whiting determines that the student does not live within the school boundaries, or lives within the school boundaries under a living arrangement with someone other than parents, primarily established for the reason of attending school in the Whiting school system, expulsion proceedings will be initiated. In addition, tuition will be charged for the period of time that the student attended the Whiting schools.

I acknowledge that I have read this document and fully agree to abide by this policy.

_____ <i>Signature of Parent/Guardian</i>	_____ <i>Date</i>
Names(s) of Student(s)	School
_____	_____
_____	_____
_____	_____