ELIGIBILITY TO ATTEND WATERTOWN PUBLIC SCHOOLS

Any child who is of school age who resides in the Town of Watertown may attend the Watertown Public Schools. Special education students who are residents of Watertown will be serviced as required by law. Residence is defined simply as where the student is actually living. Proof of residency is required prior to a student’s initial enrollment in Watertown Public Schools. Proof of residency is also required prior to a student’s transition to third-, sixth- and ninth-grade. Any child who does not reside in the Town of Watertown may make application to attend the Watertown Public Schools and may be considered under special conditions as defined in the regulations.

Guidelines

**Resident Children**

a. Children reaching the age of five on or before January 1 of any year, as verified by birth certificate, will be eligible for Kindergarten in the preceding September. Children reaching the age of six on or before January 1 of any year, as verified by birth certificate, who have completed Kindergarten will be eligible for Grade 1 in the preceding September. Children who do not meet age requirements will not be eligible.

b. Children who wish to enroll in the Watertown Public Schools and who have previously attended other approved schools must present evidence (school records) of satisfactory completion of prior grade requirements and must be recommended by the sending school for grade assignment.

Placement of all such children will be made in the recommended grade on a provisional basis and will be reviewed by the staff with the parents within six weeks. Final determination of grade placement will be the responsibility of the building principal.

c. Resident students are eligible to continue to attend the Watertown Public Schools until they graduate from high school or they attain the age of 21 years, whichever occurs first. Adult students (those over 18 years of age) whose parents or guardians do not reside in Watertown are eligible to attend public schools if they are legal residents of the Town of Watertown.

d. If the property on which a residence is located is situated partially in Watertown and partially in another town, and taxes are paid to both towns, the parents may choose the town in which the child will attend school.

e. When a child is living with one parent when parents are divorced, the child will be eligible to attend school if either parent resides in the Watertown District regardless of whether the parent residing in Watertown has custody. Legal custody is not required. The question is whether the child is actually residing in Watertown.
f. When a child, whose parents or guardians are non-residents, is living with a Watertown resident by arrangement with a sponsoring agency, that child may attend the Watertown Public Schools with the approval of the Superintendent provided the purposes and goals of the sponsoring agency serve the educational interests of the child and the school system.

g. When a child whose parents or guardians are non-residents is living with a Watertown resident by private arrangement, that child may attend the Watertown Public Schools with the approval of the Superintendent provided that the child is indeed a full time resident of the Watertown address and that the parents/guardians have submitted a signed, witnessed, and notarized statement to the effect that the child is now a resident of the Watertown address, that this living arrangement is indeed to be of a permanent nature, and not for the sole purpose of obtaining school accommodations.

Guidelines for determining permanent residence are:

A.) Where the majority of the student's clothing and personal possessions are located;
B.) Address listed on the student's driver's license;
C.) Town of issue of library card;
D.) Where the student attends church;
E.) Place of club affiliations, e.g. cub scouts, boy scouts, etc.;
F.) Residence of child's immediate family;
G.) Where the student spends substantial time when school is not in session;
H.) Age and emancipation status of the child.

The school district may require, that the person with whom the child resides have primary and direct responsibility over the child's daily and general affairs such as: Consent to school trips and medical treatment, attending parent conferences, receiving report cards, etc.

The parents/guardians must further certify that no payment of money is made to the Watertown resident with whom the child is residing.

Provided without pay shall mean no monetary remunerate from a parent or legal guardian. It shall not include gifts to the child for purpose other than support and does not include maintaining the child’s health insurance, or taking the child as a deduction for income tax purposes or for making support payments pursuant to a court order.

In an effort to assure that statutory requirements are met, parents and host families shall be required to execute affidavits attesting to the fact that residence is permanent without pay, and not for the sole purpose of education. These forms can also warn parents and others that they may be liable for tuition charges if it is later determined that the student attended school illegally.
In the event that the Superintendent has reason to believe that a child of a non-resident parent or guardian is not entitled to school accommodations and, therefore, denies school accommodations, on the basis of residency, he/she will inform the supervising adult of the child's right to a hearing before the local Board of Education and an appeal to a State hearing Officer who has the authority to determine the child's legal residence.

The child, in accordance with the provisions of Connecticut General Statutes section 10-186 as amended in 1986 is entitled to remain in attendance in the school district pending a final outcome of this hearing.

*(Pursuant to Connecticut General Statute 10-253 as amended in 1986)*

At the end of each school year, the Superintendent must review each case for approval or denial of attendance for the ensuing school year.

Parents, guardians or students at majority age, may appeal an administrative decision concerning school attendance to the Superintendent of Schools. In the event the appellant is not satisfied with the decision rendered by the Superintendent, he/she may appeal the decision to the Board of Education. The granting of such hearing before the Board shall not constitute an admission by the Board that it has failed to furnish school accommodations. In any such hearing before the Board, it shall be the burden of the appellant to show that the Board has failed to furnish school accommodations.

I. Students visiting from foreign countries may attend schools only if they meet the conditions of F-1 or J-1 Visa.

**Non-resident children**

a. All conditions for age and placement, as cited under resident children, shall apply to non-resident children.

b. No increase in staff will be required at Town expense.

c. No class on the elementary level, no section on the secondary level to which the non-resident pupil would be assigned will contain more than the desired number of pupils.

d. The parents, guardian or sending board of education will assume responsibility for transportation of said children.

e. If a child resides in one of the towns of the region served by the Watertown Public Schools, Department of Special Education, the sending board of education will pay full tuition and transportation.

f. If there are significantly special circumstances as determined by the Superintendent, the child may attend the Watertown Public Schools with parents, guardians or sending board of education paying full tuition and transportation.
g. When parents or guardians of a child plan to move to Watertown within three calendar months, as verified by contract they may enroll their child in the Watertown Public Schools. If the time is extended beyond three months, then parents will pay tuition prorated for that school year.

h. When parents or guardians of a pupil move from Watertown and wish to have their child complete the school year in the Watertown Public Schools, the following procedures will occur:

1. The child may continue in attendance tuition free for the purpose of completing the school year provided that the period of time between the relinquishment of residence and the end of the school years does not exceed three calendar months.

2. An exception is made for students who are enrolled as seniors in Watertown High School. Such students may remain in attendance, tuition free, for the remainder of the school year regardless of the number of months involved.

i. At the end of each school year, the Superintendent must review each case for approval or denial of attendance for the ensuing school year.

J. Parents, guardians or students at majority age may appeal any administrative decision concerning school attendance to the Superintendent of Schools and Board of Education.

k. The Superintendent of Schools shall set tuition rates annually in August based on estimated expenditures divided by projected pupil enrollment for each of the following categories:

- Kindergarten
- Grades 1-6
- Grades 7-8
- Grades 9-12
- Pre-school Special Education
- Other Special Education Classes
REVIEW AND HEARING PROCEDURES

If there is suspicion that a student is not a bona fide resident, the student or other students may be questioned and those facts can be used at a hearing.

The school district may also request the police department to undertake surveillance or to visit the place the student is allegedly residing and ask to see his/her living quarters.

It is important to establish if the student is a resident within the district before enrolling the student. Once a student is enrolled, the student remains in attendance until a hearing over eligibility for school privileges are complete.

General

a. The Superintendent shall be responsible for determining the eligibility of children to attend the Watertown Public Schools and shall be responsible for coordinating the medical, psychological and social assessment of all pupils.

b. The Principal of each school shall be responsible for determining the grade placement of and appropriate program for non-handicapped children, transferring from another school system to the Watertown Public Schools.

c. The Director of Special Education shall be responsible for determining the grade placement of and appropriate program for handicapped children transferring from another school system to the Watertown Public Schools.

ADOPTED: By BOE: March 11, 2019

WATERTOWN PUBLIC SCHOOLS
Watertown, Connecticut
WATERTOWN PUBLIC SCHOOLS
PROOF OF RESIDENCY

State law and the Board of Education policy provide that a child is to be educated in the town in which he or she resides. It is illegal to misrepresent your place or residence for the purpose of gaining educational services. To ensure that those registering in our schools are legal residents of the Watertown Public Schools, parents in the Towns of Oakville and Watertown are asked to provide documentation that proves residency. Proof of residency is required prior to a student’s initial enrollment in Watertown Public Schools. Proof of residency is also required prior to a student’s transition to third-, sixth- and ninth-grade.

Proof of Residency is listed below and must show family's name at the Watertown or Oakville address:

- Mortgage
- Rental agreement with Landlord’s signature and contact information, or
- Warranty deed

When one of the above documents is provided, no other documents are needed.

If the above documents cannot be provided, the following must be provided showing the family's name and Watertown or Oakville address:

1. Current utility bill, telephone bill or
2. Driver’s license, car registration or
   A copy of personal property tax for the car from the Town of Watertown or Oakville
   And
3. Two notarized signed affidavits of residency.

Attachments:
- Residency Affidavit
- Parent's Statement
- Host's Statement
- Sample Letter to Parent
WATERTOWN PUBLIC SCHOOLS

CERTIFICATION OF RESIDENCE

(For student living in other than a rental unit dwelling)

DATE: __________________________

As part of our residency process, we are requesting that you as the landlord/owner of or the family residing at the following residence providing this notarized statement verifying that:

Name of Student(s) ____________________________________________________________

Name of Parent(s) ____________________________________________________________

Reside at the following address ________________________________________________

I, ____________________________, certify that the named student(s) and parents
(local resident/relative/guardian, etc.) (cross out what does not apply)

( ) live/rent, or ( ) reside with me at the above-listed address, in a home owned or occupied by me in

______________________________

I realize that if I make a false statement as to residency, I may be held liable for a share of the cost for the education of said student(s) if they, in fact, do not reside in Watertown or Oakville.

I understand that my failure to respond to this request, or that a perjured or fraudulent statement may lead to the disenrollment of the above-named student(s). In addition, the parent(s) may be prosecuted under the criminal statutes of the State of Connecticut. I also understand that this document may be used as evidence in a court of law.

I agree to immediately notify the Watertown Public Schools if the above-described student ceases to reside at this address.

Signed: ____________________________ Date: ____________________

Signed and sworn to before me this ___ day of _____--’ 20___

__________________________________________

Notary Public

If you have any questions regarding this form, please contact ______________, Watertown Public Schools.
Watertown Public Schools, in compliance with Section 10-253(d) of the State of Connecticut, requires this form to be completed for any student who claims residence in Watertown and is not residing with his or her parent(s) and whose parents are not residing in Watertown. This form is required when there is a question about the child’s actual residence. The student, parent and person with whom the student is living must fill out this form together.

Date ___________

1. Student’s Name ___________________________________________ (Last) (First) (Middle) DOB: ___________

2. Student’s [ ] Address ________________________________________ (No. and Street) (Telephone #)

3. Name of Person With Whom Student Lives ______________________________
   Relationship ______________________________________________________
   Address ____________________________________________________________(No. and Street) (Telephone #)

4. Date Student Moved to [ ] _________________________________ (Month) (Day) (Year)

5. Student’s Former Address ________________________________________ (No. and Street) (Town) (State)

6. Former School __________________________________________________ Grade _________

7. Name of Student’s Father _______________________________________
   Father’s Address _________________________________________________ (No. and Street). (Town) __________________________________ (State) (Telephone #)

8. Name of Student’s Mother _______________________________________
   Mother’s Address _________________________________________________ (No. and Street). (Town)_________State________________________(Telephone #)

9. Name and Address of Student’s Court Appointed Legal Guardian, if Applicable:

____________________________________________________________________
____________________________________________________________________
WATERTOWN PUBLIC SCHOOLS

AFFIDAVIT FOR PURPOSES OF RESIDENCY

Parent, Guardian, Emancipated Minor

Personally appeared ___________________________ who made an oath to the following:

1. (Print Name) ___________________________________ the parent or legal guardian of (name(s)) ____________________________________________________who are in in grade(s) ______

2. I am of legal age and I understand and believe in the obligations of an oath.

3. I reside at ___________________________________________________________in the Town of Watertown/Oakville, State of Connecticut and this is my legal address.

4. I certify that that the above named student(s) are full time, permanent residents of the above address in Watertown/Oakville, Connecticut.

5. The telephone number at the same address is ______________________ address and the telephone number in an emergency is ________________________.

6. I certify that the information contained herein is accurate and the documents provided to support this affidavit are accurate. I authorize representatives of the Watertown Public Schools to verify this information, and I understand falsification of any information or documents required for this verification will result in revocation of registration for the student, and may lead to liability for tuition and to criminal penalties for fraud.

______________________________________

Parent's Signature

Subscribed and sworn to before me

this ____ day of _________________, 20 .

______________________________________

Commissioner of the Superior Court or Notary Public
WATERTOWN PUBLIC SCHOOLS
Proof of Residency

CONFIDENTIAL PARENT’S STATEMENT

I hereby certify __________________________ is my __________________________
(Student’s Name) (Relationship)

and he/she resides with __________________________ __________________________
(Name of Person) (Relationship)

__________________________ __________________________
(No. Street) (Telephone#)

I further certify that this is intended to be a bona fide permanent address at which my child will be living for
_____ days and _____ nights per week and that I am not providing payment for having my child reside

I further certify that my son/daughter does not live with me because:

As a parent of the student named on this form, and as a nonresident of the Watertown School District, I attest to the accuracy of the information contained in this form. Further, I certify that, as a permanent resident of Watertown/Oakville, CT, the student is eligible for free public school privileges from the Watertown School District. I agree to notify school officials immediately regarding the termination of the student's permanent residency in Watertown/Oakville, in which event the student will no longer be eligible for free public school privileges in Watertown. Finally, I understand that, should the student be found to be attending the Watertown Public Schools illegally, the Watertown Board of Education reserves the right to recover the costs for such education from me, the undersigned.

I understand that a perjured or fraudulent statement may lead to my prosecution under the criminal statutes of the State of Connecticut.

I also understand that this document may be used in a court of law as evidence against me.

__________________________ __________________________
Witness (Notary Public) Date Signature Date
WATERTOWN PUBLIC SCHOOLS

Proof of Residency
CONFIDENTIAL HOST’S STATEMENT

I hereby certify that ________________________________ is my __________________________
(Student’s Name) (Relationship)

and that he/she legally resides with me at ________________________________
(No. and Street)

I further certify that this is intended as a bona fide permanent address, that this child
will be living with me ___ days and ___ nights per week, and that I am not receiving payment for having this child
reside with me in order to attend school.

I certify that this child is residing with me because ________________________________

As the host of the student named on this form, and as a resident of the Watertown Public Schools District, I attest
to the accuracy of the information contained in this form. Further, I certify that, as a permanent resident of the
Town of Watertown, the student is eligible for free school privileges. I agree to notify school officials immediately
regarding the termination of the student’s permanent residency in the Town of Watertown in which event the
student will no longer be eligible for free school privileges. Finally, I understand that, should the student be found
to be attending the Watertown Public Schools illegally, the district reserves the right to recover the costs of such
education from me, the undersigned.

I declare under penalty of perjury under the laws of Connecticut that the information provided is true and correct
and of my own personal knowledge.

I also understand that this document may be used in a court of law as evidence against me.

* * If you are the guardian of the student, please indicate the date and source of your authority:

Date __________________________ Authority ________________________________

OPTIONAL: I, ____________________________________________, understand
(Name of Person)

that I have full responsibility for this student concerning any and all school disciplinary, administrative, and medical
matters.

Witness (Notary Public) Date Signature Date