



ATTENDANCE OFFICER

- Qualifications:**
1. Three years experience that is directly related to the duties and responsibilities specified.
 2. Demonstrate knowledge of admissions, enrollment, residency documents and student records for a school district.
 3. Strong communication and interpersonal skills.
 4. Knowledge of student enrollment requirements and issues.
 5. Knowledge of the rules, regulations, and laws regarding student records.
 6. Ability to maintain confidentiality of records and information.
 7. Ability to follow up, good with details, ability to deal with many enrollment issues concurrently.
 8. Computer literacy as it pertains to residency records.
 9. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.
 10. Pass a physical examination in accordance with statute and board policy.

Reports To: Superintendent

Supervises: Investigation of student residency and enrollment

Job Goal: To provide information to the school leading to determining whether students are residents and properly enrolled.

Performance Responsibilities:

1. Pursue tips and conducts proactive investigations of students. Promptly and diligently investigates allegations, and keeps records of step taken to ferret out “educational larceny”.
2. Meet with newly enrolled students and parents in person or on the phone to discuss whether the student is a resident and is entitled to be enrolled in district schools.
3. On the instructions of the superintendent, institutes random residency audits of school students. In addition to targeted efforts for students suspected of non-residency, investigators will conduct a limited number of residency checks of students selected at random.
4. Notify families about the residency requirement and about consequences for falsifying residency through a variety of means (including letters to parents, policy handbook, neighborhood newspapers, and other avenues).

5. Reserve the district's right to impose additional consequences beyond dismissal from the school, including civil and criminal legal action, against families found to be in violation of the residency policy.
6. Assist the district staff in enforcing the requirement for parents of every student to sign an annual legal affidavit at the start of every school year affirming legal residency in the district and to notify the district of any residency changes that take place during the school year.
7. When instructed by the superintendent, establishes and maintains a dedicated phone line to receive tips from students, parents, staff, neighbors and others about students suspected of being in violation of the residency requirement.
8. Conduct spot-checks of key drop-off locations.
9. Assist the Superintendent in announcing and implementing a one-time amnesty period of one week during which non-resident families may disclose without penalty their true legal residence and transfer to their home school district.
10. In all residency inquiries, requires families to produce additional proof of residency beyond those already required. These may include, but not be limited to, driver's license, car insurance/registration, W-2 form, property tax bill, and other documents currently in use in NJ to prove residency, such as:
 - Home ownership papers (Deed, settlement papers, or mortgage coupon book with the parent's name and address)
 - Non-incorporated Lease Agreement (Landlord provides proof of residency by producing home ownership papers (deed, settlement papers, mortgage coupon book with parent's name and address)
 - A notarized statement does not satisfy the legal guardianship requirement to attend school tuition-freeAssist with the collection of all paperwork by responding to specific questions during the form completion process. Will follow up on missing forms until file is complete. Will act on all missing forms notices.
11. Assist in publicizing district policy that the parent or guardian becomes liable for a prorated share of the tuition, plus potential criminal consequences, if a nonresident child fraudulently attends a public school. Publicity on non-resident policy and its consequences has been shown to cut the number of violators in half in only a two year period.
12. Pursue claims against parents for back tuition on illegally enrolled students. Appear in court to pursue civil and criminal claims against parents.
13. Perform other related duties as may be assigned.

Terms of Employment: Work year and salary to be determined by the Board of Education.

Evaluation: Performance of this job will be evaluated annually in accordance with state law and provisions of the Board's policy on evaluation of non-certificated staff.

APPROVED: Board of Education