

Weston Public Schools

School Registration for Grades K-12

To register a student for school, the parent or guardian must bring the following information to the school the child will attend:

- Massachusetts Transfer Slip (if enrolling from another MA district) with SASID number
- Birth Certificate (Original ~ must have seal)
- Current IEP (if applicable) with parent signature
- Health record (listing **up-to-date** immunizations)
- Proof of Weston Residency (**see residency policy below**)
- Proof of Physical Custody (if applicable)
- Census Form

RESIDENCY POLICY/PROCEDURE

The Weston School Committee adopts the following policy regarding the residency and admissions of students. The staff is directed to ensure that all forms and regulations are fully executed and conform to this policy.

I. RESIDENCY (Legal Reference: M.G.L. Chapter 76, Section 5)

In order to attend the Weston Public Schools, a student must actually reside in Weston, unless the exception (set forth in Part V below) applies. The residence of a minor child is ordinarily presumed to be the legal residence of the child's parent or legal guardian having physical custody of the child. A student's actual residence is considered to be the place where he or she lives permanently. In determining residency, Weston Public Schools (WPS) retains the right to require the production of a variety of records and documentation and to investigate where a student actually resides.

A determination that a student does not actually reside in the Town of Weston renders the student ineligible to enroll in the WPS or, if the student is already enrolled in the WPS, shall result in the termination of such enrollment. A parent, legal guardian, or student who has reached the age of majority (18), who is aggrieved by a determination of residency, may appeal the determination to the Superintendent of Schools, whose decision shall be final.

II. VERIFICATION OF RESIDENCY

Before any student is enrolled in the WPS, his or her parent or legal guardian must provide:

1. A signed Statement/Affidavit of Occupancy; and
2. Proof of Residency in Weston (3 documents)

All applicants for enrollment must submit at least one document each from Column A, B, and C and any other documents that may be requested, including but not limited to those from Column A, B, or C (noted below). A parent, guardian, or student who is unable to produce the required documents should contact the Superintendent of Schools.

COLUMN A	COLUMN B	COLUMN C
Evidence of Residency	Evidence of Occupancy	Evidence of Identification (Photo ID)
Record of recent mortgage payment and/or property tax bill	Gas/Oil Bill, Electric Bill, Home (not cell) Telephone Bill, Cable Bill, Water Bill (Note: Bill must be dated within the past 45 days and address and name must be stated)	Valid MA Driver's License
Fully signed and executed Lease and/or Rental Agreement (Must be executed by both parties)	Recent bill dated within the past 45 days showing Weston address and name (Note: A Residency Statement/Affidavit is required with this option)	Valid MA Photo ID Card
Landlord/Owner of Property Affidavit (see Residency Statement/Affidavit below)	Occupancy Statement/Affidavit must be notarized if a bill can not be provided prior to student's enrollment	Valid Passport
Fully signed and executed Purchase and Sale (P&S) Agreement (provided occupancy date occurs before a student can be registered ¹)		Other Government issued Photo ID
Section 8 Agreement		

The Principal, or his/her designee, shall verify the home address and home telephone number of each student at least once during the school year. Any irregularities shall be investigated promptly and reported to the Superintendent of Schools. Parents are required to notify the school of any changes of their address or the address of the student **within five business days of the change.**

III. ENFORCEMENT

Should a question arise concerning any student's residency elsewhere while attending the WPS, the student's residency will be subject to further inquiry and/or investigation. Such questions concerning residency may arise on the basis of incomplete, suspicious, or contradictory proofs of address; anonymous tips; correspondence that is returned to the WPS because of an invalid or unknown address, or other grounds.

The Principal/Administrator may request additional documentation and may obtain the services of police, town departments and/or investigative agency personnel to conduct investigations into student residence. The Principal, Administrator and/or residency investigator(s) will report his or her findings to the Superintendent of Schools who shall make final determination of residency.

Upon an initial determination by the Superintendent of Schools that a student is actually residing in a city or town other than Weston, the student's enrollment in WPS shall be terminated immediately.

¹ If occupancy of the residence will be delayed, up to 45 days, a family may complete Intent to Reside form. The form, along with payment of a one quarter of a year's tuition, must be submitted to the Business Office prior to the completion of the registration process.

IV. PENALTIES

In addition to termination of enrollment and the imposition of other penalties permitted by law (M.G.L. Chapter 76, Section 5), the WPS reserves the right to recover restitution based upon the costs of educational services provided during the period of non-residency.

V. EXCEPTION

1. The Residency Requirements shall not apply to the following:
 - a. Students who are entitled to attend the Weston Public Schools under the McKinney-Vento Homeless Assistance Act.
 - b. A student who was legally enrolled in the Schools and whose family moves out of Town on or after April 1 of a school year may, with the approval of the Superintendent, continue to attend the schools for the remainder of the school year.
 - c. Continued enrollment for grade 12 of a student who has completed grade 11 in accordance with School Committee policy is subject to application to and approval by the Superintendent.
 - d. Students whose parents divorce or separate and share physical custody, provided one custodial parent remains a resident of Weston and the student resides at least 50% of the time with the parent who resides in Weston. (*Legal documentation must be provided to school office.*)

VI. POTENTIAL WAIVER WHEN RESIDENCY IS IN TRANSITION

For students whose residency is in transition, the following exceptions to the general policy may apply, with prior written approval from the Superintendent of Schools:

1. Pending Purchase of Dwelling

The children of families who have signed and accepted Purchase and Sale Agreement to purchase and reside in a dwelling in the Town of Weston may be enrolled up to 45 calendar days in advance of the time actual physical residence occurs. If actual residence occurs later than 45 days after enrollment, students may be asked to leave the Schools until actual residence occurs. Acceptance is based on the completion of Intent to Reside form and payment of one quarter of a year's tuition.

2. Construction of New Dwelling

Children of families which are building a primary residence in Weston may enroll in the Schools at the beginning of the school year if they have obtained a certificate of occupancy from the Town.

VII. NOTIFICATION

The Weston Public School residency requirements, verification procedures, and consequences of falsifying or misrepresenting residency will be published in the Weston Public School's Policy Manual, and published in each school handbook.