



# Grove City Area School District

## ENROLLMENT OF STUDENTS AND RESIDENCY

The Grove City Area School District Board of School Directors is dedicated to *Equipping All Learners for Successful Futures*. It is our intention to make available to these children the finest classroom settings, materials, text books, and technology working in cooperation with our teachers, administrators, and support staff to meet this goal.

The Board is cognizant of its fiduciary responsibilities to the taxpayers of Grove City Area School District and is firmly committed to allocating the financial resources entrusted to it in a prudent manner.

It is the policy of the Board of School Directors that all school age students eligible to attend Grove City Area School District schools shall be enrolled, in accordance with applicable laws. However, in order to reserve the right to attend District schools to only those students eligible under law and this Board policy, the Superintendent is authorized to take all actions necessary to remove students in illegal attendance.

**Board** shall mean the “Grove City Area School Board of School Directors.”

**Grove City Area School District boundaries** are the municipalities of Grove City Borough and the townships of Liberty, Pine, Springfield and Wolf Creek.

**Primary Resident Student** means the property an individual uses as a residence the majority of the time during the year and is the principal place of abode of the individual’s federal and state tax returns, driver’s license, automobile registration, and voter registration card. A person shall be deemed to have only one primary residence regardless of the number of homes/properties that the person owns.

**Non-resident Student** shall mean those children and/or parents/guardians who do not reside within the Grove City Area School District boundaries, but who are otherwise authorized to attend Grove City Area School District schools pursuant to law or under terms specifically outlined in this Board policy.

### Enrollment Procedures

School age resident students and eligible nonresident students shall be entitled to attend District schools. Eligible nonresident students shall receive the same benefits and be

subject to the same responsibilities as resident students. Parents/Guardians intending to register a child shall contact the registrar's office of the school the child would attend.

**The Grove City Area School District shall not enroll a student until the parent/guardian has submitted satisfactory proof of:**

**1. The Child's Age;**

- A child must be five (5) years of age on or before September 1<sup>st</sup> of the current school year.
- Proof of child's age.  
Anyone of the following constitutes acceptable documentation:
  - Birth certificate; notarized copy of birth certificate;
  - Baptismal certificate; copy of the record of baptism – notarized or duly certified and showing the date of birth;
  - Notarized statement from the parents or another relative indicating the date of birth
  - A valid passport
  - A prior school record indicating the date of birth

**2. Immunizations Required by Law;**

Acceptable documentation includes either the child's:

- Immunization record,
- A written statement from the former school district or from a medical office that the required immunizations have been administered,
- That a required series is in progress with records to follow,
- Verbal assurance from the former school district or a medical office that the required immunizations have been completed, with records to follow

**3. Residency** - To the extent consistent with law, **residence**, within the meaning of this policy, is synonymous with domicile and is meant as the place where a person lives or has his/her home with the intention that it is his/her home permanently or indefinitely. It is the place to which, whenever s/he is absent, s/he has the intentions of returning. In order to establish school district residency, any factor, including but not limited to the following, shall be considered:

- **RESIDENCY REQUIREMENTS FOR HOMEOWNER** - one from each section below. All forms must be in the name of the parent/guardian:
  - Valid PA Driver's License or PA ID Card
  - Deed, mortgage document, recent real estate tax bill, or closing document
  - Utility bill that is connected to the residence by pipeline, wire or cable, which must be presented within 30 days.

(i.e. water, gas, electric, land phone, cable TV, or borough bill),

- **RESIDENCY REQUIREMENTS FOR RENTER** - one from each section below. All forms must be in the name of the parent/guardian in the following forms:
  - Valid PA Driver's License or PA ID Card
  - Lease or Landlord Verification Letter
  - Utility bill that is connected to the residence by pipeline, wire or cable, which must be presented within 30 days.  
(i.e. water, gas, electric, land phone, cable TV, or borough bill),
  
- **Student and Parent are living with a District Resident**
  - If District Resident is a Homeowner:
    - Grove City Area School District "*Multiple Occupancy Form*."
    - Refer to RESIDENCY REQUIREMENTS FOR HOMEOWNERS above for additional requirements
  
  - If District Resident is a Renter
    - Grove City Area School District "*Multiple Occupancy Form*",
    - Refer to RESIDENCY REQUIREMENTS FOR RENTERS above for additional requirements
  
- **Student Living with a District Resident Adult other than Parent**
  - **Legal Guardianship/Dependency**
    - Copy of Court Ordered Guardianship; or
    - Copy of Court Approved Child Custody Order
    - Refer RESIDENCY REQUIREMENTS for whichever applies
  
  - **All other Cases**
    - If District Resident is a Homeowner:
      - Refer to RESIDENCY REQUIREMENTS FOR HOMEOWNER above for requirements
  
    - If District Resident is a Renter (Lessee)  
Refer to RESIDENCY REQUIREMENTS FOR RENTERS above for requirements
  
- **Foster Students**
  - Non-Resident children placed in paid foster care are entitled to all free school privileges accorded to resident children of the District.

- A Verification Letter from the appropriate *Placing Agency* shall be provided on an annual basis. Additionally:
- If District Resident is a Homeowner:
  - Refer to RESIDENCY REQUIREMENTS FOR HOMEOWNER above for requirements
- If District Resident is a Renter
  - Refer to RESIDENCY REQUIREMENTS FOR RENTER above for requirements
- Students Living in Institutions
  - School aged children living in children's institutions, including detention homes, drug and alcohol treatment centers, and other similar facilities located within the Grove City Area School District boundaries shall be entitled to the same educational opportunities as Resident Students.
- Homeless Students
  - All school aged children who are identified as *Homeless* shall immediately be admitted to Grove City Area School District schools in accordance with the "Education for Homeless Youth," 42 U.S. Code §11431 *et seq.*
  - The Director of Pupil Services shall serve as the Homeless Liaison to provide immediate services to identified families.
- Children of Parents NOT residing Together
  - When only one of the student's parents resides within the boundaries of the Grove City Area School District due to Separation, Divorce, or other reason:
    - Enrollment will be in compliance with a valid Court Order or Court-Approved Child Custody Agreement. The current Court Order/Agreement shall be submitted for review.
    - Absent a valid Court Order/Agreement, a child of separated or divorced parents may only attend District schools if the child resides with the District parent/guardian at least fifty percent (50%) of the time during the school week.
- Verification

- The registrar for the Grove City School District shall ensure all registration forms are reviewed for accuracy and make a positive determination of whether the *claim* of eligibility is valid. The registrar shall undertake additional steps to verify residency if needed, as required.

#### **4. Parent Registration Statement;**

- A sworn statement attesting to whether the student has been, or is, suspended or expelled for offenses involving drugs, alcohol, weapons, infliction of injury, or violence on school property as required by law and regulations.

**\*\*\*\* ADDITIONAL DETAILS \*\*\*\***

- **All parents/guardians should complete the parent registration process that is available in the District's Registration Office.**
- **The District shall administer a Home Language Survey to all students enrolling in District schools for the first time.**
- **The District shall normally enroll a school age eligible student the next business day, but no later than five (5) business days after the district's receipt of all required documentation.**
- **The District will immediately enroll identified homeless students, even if the student or parent/guardian is unable to produce the required documents.**
- **The District shall not inquire about the immigration status of a student as part of the enrollment process.**
- **Enrollment requirements and administrative regulations shall apply to eligible nonresident students approved to attend District schools in accordance with Board policy.**
- **Resident students who attend Private, Parochial, or other Non-Public schools and who are authorized to utilize District transportation services shall be required to submit the Grove City Area School District's *Request for Transportation* form to substantiate their claim of residency.**
- **District transportation services will not be offered to non-resident students who reside outside of the Grove City Area School District boundaries.**
- **Home school and private tutoring students that apply for participation in any/all District student programs/activities must complete all student registration requirements prior to such program participation. Participation in programs may be documented as partial enrollment/daily attendance.**