

## STUDENT ENROLLMENT PROCEDURE

### To Those Adults Seeking To Enroll a Student in the Granby Public Schools:

Welcome to the Granby Public Schools! In order to enroll a student in our schools, you must complete a number of forms, which are enclosed and are described in this letter, and submit additional documents along with these forms. Nothing in this policy shall prohibit a student from enrolling in school under the provision of the McKinney-Vento Homeless Act. Any student who is claiming homeless status should be referred immediately to the District's Homeless Liaison.

The first form is the enrollment form which provides basic information about the student and the adult seeking to enroll the student in the Granby Public Schools. This is a necessary prerequisite to the verification of residency. Massachusetts law says that only those students who are actually living in the Town of Granby and who have an intention of remaining in the Town of Granby may attend school in the Town of Granby. The Granby School Committee has developed a policy on residency which requires the administration to develop a procedure for the verification of residency. This part of the enrollment process is to carry out that residency policy. Please be advised that if any questions arise as to whether or not the prospective student is residing in the Town of Granby and has an intention of remaining, or if questions arise after enrollment, an appropriate investigation will be conducted. Therefore, if the student is not living in the Town of Granby, please do not attempt to enroll him/her. Further, please be aware that M.G.L. c. 76, §5 allows the School Committee to obtain the full cost of any student's education from any adult who enrolled a student in the Granby Public Schools, knowing that the student was not a resident.

Other documents which you will be required to provide to the school district include, but are not limited to, the following:

1. Documents which establish residency (specified in the enclosed materials);
2. Certification of Student Residency (to be completed if the student is living in the home of someone other than his/her biological or adoptive parent(s), whether or not the biological or adoptive parent(s) is living there also);
3. A copy of the most recent custody decree or agreement, if applicable, and/or any temporary restraining orders. This information is necessary because some rights in Massachusetts are contingent upon whether you have physical or legal custody of the student, whether you are a guardian, etc.;
4. Immunization records and other pertinent health records;

5. The complete school record of the student, if s/he is transferring from another public school district, as required Massachusetts (G.L. c. 71, §37L); and
6. If you are not the biological or adoptive parent, then you must submit a copy of the guardianship decree, if applicable, evidence from DSS naming you as foster parent, or if none of the foregoing applies, then you must submit the Transfer of Parental Educational Rights form, signed by the biological or adoptive parent(s) or the guardian of the student. This information is necessary because some rights in Massachusetts are contingent upon whether you have physical or legal custody of the student, whether you are a guardian, etc.

**Granby PUBLIC SCHOOLS  
Granby, MA**

STUDENT REGISTRATION DOCUMENTATION CHECKLIST – Please be aware that M.G.L. c. 76, §5 allows the School Committee to obtain the full cost of any student's education from any adult who enrolled a student in the Granby Public Schools, knowing that the student was not a resident.

STUDENT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

Proof of Residency (One of the following; copy made for records)

\_\_\_\_\_ Deed, real estate tax bill, or utility bill, and a copy of a photo identification\* of the adult (Granby resident) seeking to enroll the Student;

\_\_\_\_\_ Executed Purchase & Sales Agreement followed by Deed when available, and a copy of a photo identification of the adult (Granby resident) seeking to enroll the Student;

\_\_\_\_\_ Affidavit from landlord accompanied by Lease, and copy of photo identification of the adult (Granby resident) seeking to enroll student;

\_\_\_\_\_ Bank checks with address imprinted on the face of the check, and a copy of the photo identification of the adult (Granby resident) seeking to enroll student;

\_\_\_\_\_ A current excise tax bill showing the address of where the vehicle is garaged and a copy of the photo identification of the adult (Granby Resident) seeking to enroll student;

\_\_\_\_\_ Signature of Adult enrolling student;

Massachusetts Transfer Card (M.G.L. c. 76, §13)

**Student Record**

- \_\_\_\_\_ Health Records, particularly an individualized health plan, if one exists
- \_\_\_\_\_ Discipline Records
- \_\_\_\_\_ Official Transcript
- \_\_\_\_\_ Special Education Records (Current IEP, evaluations, etc.) (if applicable)
- \_\_\_\_\_ Section 504 Records (Accommodation Plan, evaluations, etc.) (if applicable)
- \_\_\_\_\_ Birth Certificate
- \_\_\_\_\_ Photo-copy of parent’s driver’s license or other picture identification

**Miscellaneous Records if applicable:**

- \_\_\_\_\_ Custody Decree/Agreement
- \_\_\_\_\_ Guardianship Decree
- \_\_\_\_\_ Foster Care Documentation
- \_\_\_\_\_ Transfer of Parental Educations Rights Form
- \_\_\_\_\_ Certification of Student Residency
- \_\_\_\_\_ Restraining or “stay away” orders

Student Record Folder

Data Entered into Computer Data Base

I, \_\_\_\_\_, the Parent/Guardian/Foster parent/Adult (Granby Resident) seeking to enroll the student, \_\_\_\_\_, hereby certify that I am a resident of the Town of Granby and so state under the pains and penalty of perjury. I also certify that I will notify the principal as soon as there is any change in address. I also understand that if the above-named student is not a Granby resident as defined by the law, then M.G.L. c. 76, §5 allows the School Committee to obtain the full cost of the above-named student's education from me.

---

Signature of Parent/Guardian/Foster Parent/Adult (Granby Resident) \_\_\_\_\_ Date \_\_\_\_\_

Student's Name \_\_\_\_\_

**GRANBY PUBLIC SCHOOLS  
CERTIFICATION OF STUDENT RESIDENCY**

This certification is required if the student is living in the home of a Granby adult who is not his/her parent or guardian. This form must be completed even if the parent and/or guardian is living with the student in this Granby residence. Please be aware that M.G.L. c. 76, §5 allows the School Committee to obtain the full cost of any student's education from any adult who enrolled a student in the Granby Public Schools, knowing that the student was not a resident.

NAME OF SCHOOL: \_\_\_\_\_

STUDENT'S NAME: \_\_\_\_\_  
Last/First/Middle Initial

RESIDENCE: \_\_\_\_\_  
House #/Street/Apartment/Zip Code

DATE OF BIRTH: \_\_\_\_\_  
Month/Day/Year

I understand that the student whose name appears above must actually be residing in the Town of Granby and has an intention to remain there in order to attend the Granby Public Schools.

As the adult with whom this student is now residing at the address shown above, I understand that the activity listed below indicates residency and that the above-named student does engage in this activity to the extent indicated below and therefore is a resident of the Town of Granby.

I also understand that I must notify school authorities of any changes of address.

Please complete the following for students in all grades:

The student returns to the address listed in this certification at the end of each school day and spends the evening/night there. Yes \_\_\_\_\_ No \_\_\_\_\_

Signed under the pains and penalties of perjury this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.  
Month Year

\_\_\_\_\_  
Printed name of adult responsible for student

\_\_\_\_\_  
Signature

Adopted July 10, 2008