

Washington South Supervisory Union
Northfield and Roxbury School Districts

RESIDENCY PROTOCOLS

In order to be considered a student in the Northfield or Roxbury School Districts, one of the student's parents/legal guardians must reside within the district. If the parent/guardian of the student no longer resides in Roxbury or Northfield, then the student is not legally eligible to attend the school.

NEW RESIDENTS

- 1) Upon registration with the Northfield or Roxbury school districts, residency will be confirmed by requiring the receipt of the most recent electric bill or other utility bill, prior to enrollment in WSSU schools.

CURRENT RESIDENTS, BUT MOVING

- 2) Parents must notify the school prior to or upon moving out of the Northfield or Roxbury school districts
 - a. A waiver may be requested for the student to remain through the quarter/semester and/or school year
 - b. The Superintendent and School Board will make the final decision as to whether a waiver may be granted and if tuition will be charged

INTERNAL PROCESS

- 3) If a staff member learns of a potential residency concern/change, s/he must notify the building administrator, who, in consultation with the school registrar, will determine if residency is of concern due to homelessness or other issues.

- If a homeless concern, a referral will be completed and submitted to the Homeless Liaison.

If residency is still of concern:

- a. The building administrator will call the parent/guardian prior to a letter being sent home.
- b. If there is no response after the initial inquiry, a letter will be sent home, by certified mail, to the parent/guardian inquiring about the residency status.
- c. If the parent/guardian does not respond, the building administrator contacts the superintendent's office who:
 - i. Sends another certified letter to the parent/guardian requesting current address and proof of residency.
 - ii. If residency cannot be established another letter will be sent to the parent/guardian regarding waiver and possible tuition charges.