

Reed Union ESD

Board Policy

District Residency

BP 5111.1

Students

The Governing Board recognizes the basic principle that students should attend schools in the district in which they reside; therefore, the primary residence of children attending the district generally must fall within the boundaries of Reed Union School District (Education Code 48201).

Criteria for Residency

Prior to admission in the district schools and annually in kindergarten, 3rd and 6th grades, students shall provide proof of residency.

(cf. 5111 - Admission)

A student shall be deemed to have complied with residency requirements if he/she meets any of the following criteria:

1. The student's parent/guardian resides within District boundaries. (Education Code 48200) If legal custody of the student is held by two or more persons, the parent or guardian who has physical custody of the student must reside within district boundaries. (Welfare & Institutions Code 17.1)

(cf. 5111.13 - Residency for Homeless Children)

2. The student is placed within district boundaries in a regularly established licensed children's institution, a licensed foster home or a family home pursuant to a court-ordered commitment or placement. (Education Code 48204)

3. The student has been admitted through the district's interdistrict attendance program. (Education Code 48204)

(cf. 5117 - Interdistrict Attendance)

4. The student is an emancipated minor residing within district boundaries. (Education Code 48204)

5. The student lives with a care-giving adult within district boundaries and submits an affidavit to that effect. (Education Code 48204)

(cf. 5111.11 - Residency of Students with Caregiver)

6. The student resides in a state hospital located within district boundaries. (Education Code 48204)

7. The student is confined to a hospital or other residential health facility within district boundaries for treatment of a temporary disability. (Education Code 48207)

(cf. 6183 - Home and Hospital Instruction)

8. The student's parent/guardian resides outside district boundaries but is employed within district boundaries and lives with the student at the place of employment for a minimum of three days during the school week. (Education Code 48204)

9. The student's parent/guardian, while on active military duty pursuant to an official military order, is transferred or is pending transfer to a military installation within military boundaries. (Education Code 48204.3)

Proof of Residency

Documentation indicating that the primary residency of the child is within the boundaries of the district must be presented to school officials prior to the child's official enrollment and attendance at the school. (See AR 5111.1 regarding required documentation.) Children will be assigned to a classroom only after being officially enrolled.

The Superintendent or designee shall retain a copy of the document or written verification offered as proof of residency. In addition, the Superintendent or designee shall annually in kindergarten, 3rd grade and 6th grade verify the student's residency and retain a copy of the documents or written statement offered as verification. Students will not be enrolled without proper residency verification.

Evidence of residency may be established by documentation showing the name and address of the parent/guardian within the district, including, but not limited to and two of the following, (Education Code 48204.1) along with a picture identification:

1. Property tax payment receipt
2. Rental property contract, lease, or payment receipt
3. Utility service contract, statement of payment receipt

4. Pay stub
5. Voter registration
6. Correspondence from a government agency

(5 CCR 432)

A care-giving adult shall execute a notarized affidavit provided by the district that indicates that the child is a bona fide resident at the caregiver's address. If it is determined that the affidavit, at the time of execution, was signed under false pretenses, a referral shall be made by school officials to the district attorney's office for investigation and potential prosecution.

When presented with a substitute address designated by the Secretary of State for victims of domestic violence or stalking residing within district boundaries, the Superintendent or designee shall accept and use the substitute address for all future communication and correspondence and in all public records.

(Government Code 6207)

(cf. 3580 - District Records)

(cf. 5125 - Student Records)

Parents/guardians or caregivers who lie or falsify residency information will be asked to enroll their child in the district of residence and will be given two weeks to make the adjustment.

Investigation of Residency

When the Superintendent or designee reasonably believes that a student's parent/guardian has provided false or unreliable evidence of residency, he/she may make reasonable efforts to determine that the student meets district residency requirements. An investigation may be initiated when the Superintendent or designee is able to identify specific, articulable facts supporting the belief that the parent/guardian has provided false or unreliable evidence of residency. (Education Code [48204.1](#), [48204.2](#))

The Superintendent or designee may assign a trained district employee to conduct the investigation. The investigation may include the examination of records, including public records, and/or interviews of persons who may have knowledge of the student's residency.

If necessary, the Superintendent or designee may employ the services of a private investigator to conduct the investigation. Before hiring a private investigator, the Superintendent or designee shall make other reasonable efforts

to determine whether the student resides in the district. (Education Code [48204.2](#))

The investigation shall not include the surreptitious collection of photographic or videographic images of persons or places subject to the investigation. However, the use of technology is not prohibited if done in open and public view. (Education Code [48204.2](#))

Any employee or contractor engaged in the investigation shall truthfully identify himself/herself as an investigator to individuals contacted or interviewed during the course of the investigation. (Education Code [48204.2](#))

Appeal of Enrollment Denial

If the Superintendent or designee, upon investigation, determines that a student does not meet district residency requirements and denies the student's enrollment in the district, he/she shall provide the student's parent/guardian an opportunity to appeal that determination. (Education Code 48204.2)

The Superintendent or designee shall send the student's parent/guardian written notice specifying the basis for the district's determination. This notice shall also inform the parent/guardian that he/she may, within 10 school days, appeal the decision and provide new evidence of residency.

The burden shall be on the parent/guardian to show why the district's determination to deny enrollment should be overruled. (Education Code 48204.2)

A student who is currently enrolled in the district shall be allowed to remain in attendance at his/her school pending the results of the appeal. A student who is not currently enrolled in the district shall not be permitted to attend any district school unless his/her appeal is successful.

In an appeal to the Superintendent of a determination that district residency requirements were not met, the Superintendent shall review any evidence provided by the parent/guardian or obtained during the district's investigation and shall make a decision within 10 school days of receipt of the parent/guardian's request for the appeal. The Superintendent's decision shall be final.

Legal Reference:

EDUCATION CODE

35351 Assignment of students to particular schools

46600-46611 Interdistrict attendance permits

48050-48054 Nonresidents

48200-48208 Compulsory education law

48356 Open Enrollment Act transfer, fulfillment of residency requirement

48853.5 Education of foster youth; immediate enrollment

48980 Notifications at beginning of term

52317 Regional occupational program, admission of persons including nonresidents

FAMILY CODE

6550-6552 Caregivers

GOVERNMENT CODE

6205-6210 Confidentiality of residence for victims of domestic violence

CODE OF REGULATIONS, TITLE 5

432 Varieties of student records

UNITED STATES CODE, TITLE 42

11431-11435 McKinney-Vento Homeless Assistance Act

COURT DECISIONS

Katz v. Los Gatos-Saratoga Joint Union High School District, (2004) 117 Cal.App.4th 47

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION LEGAL ADVISORIES

0303.95 Verification of residency, LO: 1-95

OFFICE FOR CIVIL RIGHTS, U.S. DEPARTMENT OF EDUCATION
PUBLICATIONS

Dear Colleague Letter, May 6, 2011

WEB SITES

California Department of Education: <http://www.cde.ca.gov>

California Secretary of State, Safe at Home Program:
<http://www.sos.ca.gov/safeathome>

Office for Civil Rights, U.S. Department of Education:
<http://www2.ed.gov/about/offices/list/ocr>

Policy REED UNION SCHOOL DISTRICT
Adopted: January 17, 2006 Tiburon, California
Revised: March 3, 2009
Revised: April 17, 2018