

ELIGIBILITY TO ATTEND TRUMBULL PUBLIC SCHOOLS

Policy

Any child of school age who resides in the Town of Trumbull may attend the Trumbull Public Schools in accordance with conditions defined in the regulations of this policy. A child who does not reside in the Town of Trumbull may be eligible to attend the Trumbull Public Schools and may be considered under special conditions as defined in the regulations of this policy.

Adopted: 2/01/83

Approved Revision: 5/08/85, 8/25/87  
3/15/93, 7/01/97  
8/25/98, 3/07/00

Approved Revision: 2/26/02, 8/19/03

Approved Revision: 8/01/06, 03/21/07

**Next Scheduled Review: 3/09**

Regulations

I. Resident Students

A. Children of school age who are not graduates of a high school or vocational school and who reside with parents or guardians, who are permanent residents of the Town of Trumbull, are entitled to free school accommodations provided by the Board of Education.

B. All appropriate documentation must be completed and provided to the Superintendent and/or his/her designee (Appendix A) and shall be considered in deciding whether the student is a permanent resident of the Town of Trumbull entitled to free school accommodations from the Board of Education. Among such other facts as the Superintendent and/or his/her designee deems appropriate, the following shall be considered:

1. The student resides with his or her custodial parent or parents in a dwelling, which is entirely/partially located within the boundaries of the Town of Trumbull.
2. The student resides in the custody of a legally appointed guardian or guardians in a dwelling, which is entirely/partially located within the boundaries of the Town of Trumbull. The guardian or guardians will provide court order indicating appointment as guardian of the student as proof of guardianship.
3. A legally emancipated minor or student 18 years of age or older who is residing independently in a dwelling, which is located entirely/partially within the boundaries of the Town of Trumbull. If the student is an emancipated minor, the student shall provide a court order detailing his or her emancipated status.

C. The decision regarding the residency status of any student shall be made by the Superintendent and/or his/her designee.

II. Students with Special Considerations

A. Tuition Free –

The Board of Education may allow certain students to attend Trumbull Public Schools, tuition free, provided all appropriate documentation is completed and submitted (Appendix A) and one of the following conditions is met.

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1. A child, whose parent is not a resident of Trumbull, who is residing with adult Trumbull residents who are either relatives or non-relatives of such child, shall be entitled to all school privileges provided by the Board of Education to resident children, where it is the intention of both the Trumbull resident and of the child or his/her custodial parent, parents or legal guardian (court order indicating appointment as guardian shall be provided) that such residence in Trumbull
  - (a) is to be permanent
  - (b) is provided without compensation to the Trumbull resident for the support and maintenance of said child, and
  - (c) is not solely for the purpose of attending Trumbull schools.
2. A student, who is residing in a home in Trumbull as a result of placement by the Commissioner of Children and Youth Services or by some other public agency, shall be entitled to all school privileges provided to the resident children by the Trumbull Board of Education. Proof of such placement shall be provided.
3. A student who is residing in Trumbull by arrangement with a sponsoring agency approved by the Board of Education (such as the American Field Service and A Better Chance, Inc.), which agency clearly accepts responsibility of the student's welfare for the duration of the school year, shall be entitled to all school privileges provided to resident students on a space available basis and at the sole discretion of the Superintendent and/or his/her designee. Full information concerning the details of the arrangement must be supplied to the Superintendent and/or his/her designee. As the Board of Education is not legally required to furnish this service, the number of such students accepted in any one year is at the discretion of the Superintendent and/or his/her designee whose decision shall be final.

U.S. Department of Justice 1-20 Forms (Certificate of Eligibility for nonimmigrant (F-1) students) will neither be signed nor approved by the Board of Education.

4. When a family moves out of Trumbull and wishes a student to remain in his/her current Trumbull school, the student may continue tuition-free for purposes of completing the school year provided that the period of time between the relinquishment of residence and the end of the school year does not exceed three (3) months. The family must assume responsibility for transportation to and from school.

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5. When a family moves to another school district within Trumbull and wishes a student to remain in their current Trumbull school, the student may continue at that school for the purpose of completing the school year. The family must assume responsibility for transportation to and from school.
6. If a student is enrolled as a senior at Trumbull High School upon the relinquishment of residence, the student may attend Trumbull High School for the remainder of the senior year regardless of the number of months involved. In all cases involving families moving out of Trumbull, responsibility for transportation to and from school must be assumed by the family.

B. Tuition Basis -

The Board of Education may allow certain students who are not residents of Trumbull to attend Trumbull Public Schools, on a tuition basis, provided all appropriate documentation is completed and submitted (Appendix A) and one of the following conditions is met.

1. When parents or legal guardians who are not residents of Trumbull but anticipate moving to Trumbull wish to enroll a student in advance of said move, the student may be admitted for a period not to exceed 6 months in advance of the establishment of residence. A copy of lease, sales or construction contract must be submitted in substantiation of the date of occupancy. The family must assume responsibility for transportation to and from the school. Such parents or guardians must pay full tuition monthly in advance – the total tuition payment refundable provided the parents or guardians do move to Trumbull within six (6) months – any extension beyond six (6) months tuition is not refundable.
2. Full – time and part-time employees of the Board of Education may have their children attend the Trumbull Public Schools. Such employees must pay half-tuition. The employee must assume responsibility for transportation to and from the school.

III. Conditions

A. Terms

1. In all instances as described above, the determination to approve the enrollment of said student shall be made by the Superintendent and/or his/her designee and shall be final. The decision to approve the enrollment of said student in any school year shall not be binding in any subsequent school years.

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2. Any decision rendered hereunder by the Superintendent and/or his/her designee shall be in writing, specifying the basis upon which the board has reason to believe that such child, emancipated minor or pupil eighteen years of age or older is not entitled to school accommodation, and shall be mailed to the parent, legal guardian, emancipated minor or student eighteen years of age or older, as applicable. The parent, or legal guardian, emancipated minor, or student eighteen years of age or older may appeal the Superintendent's and/or his/her designee's decision hereunder in accordance with the provisions of Section 10-186 of the Connecticut General Statutes.
3. Students found to be enrolled in the Trumbull Public Schools in violation of this policy shall be removed from the roll of the Trumbull Public Schools in accordance with General Statutes 10-186. The Board reserves the right to seek payment of tuition from the parent or guardian of a minor child, the adult student, or the emancipated minor found to have been wrongfully enrolled in the Trumbull Public Schools in violation of the requirements of this policy and regulations.
4. A student shall not be permitted to attend the Trumbull Public Schools on a tuition basis pursuant to any of the provisions of section II B above if such decision would cause the class or section the student would attend within the Trumbull Public Schools to exceed the desired number of pupils as determined by the Board of Education.
5. The Business Office shall set tuition rates annually in August based on the estimated expenditures divided by projected pupil enrollment for each of the following categories:
  - Kindergarten/Pre-K Regular Ed      - Elementary School
  - Middle School                              - High School
  - Special Education (determined on a case by case basis)
6. At the end of each school year, the Superintendent and/or his/her designee will review the status of each student enrolled pursuant to this policy for approval or denial for the ensuing school year.
7. The Board of Education reserves the right to seek tuition payments from the State Department of Education, another local or regional board of education, or state agency, for students accepted into the Trumbull Public Schools pursuant to section II A above, as applicable, as well as students accepted into the Trumbull Public School Special Education program.

Regulations

B. Placement

1. Resident students or students who are judged to be eligible to attend the Trumbull Public Schools and who have previously attended other approved schools must present evidence (school records) of satisfactory completion of prior grade requirements, and must be recommended by the sending school for grade assignment. Placement of all such children will be made in the recommended grade on a provisional basis, and will be reviewed by the staff with the parents within six (6) weeks. Final determination of grade placement will be the responsibility of the building principal, except in the determination of grade placement of an appropriate program for children with disabilities transferring from another school system, in which case the Director of Pupil Personnel and Special Services shall assume responsibility.
2. By state law, all immunization records must be in the hands of the school staff before a child can be admitted to school. No student is to be admitted to any school unless and until the appropriate immunization records have been reviewed and approved. There will be no exception to this rule.
3. The Superintendent and/or his/her designee shall report to the Board of Education (ANNUALLY) with respect to the implementation of this policy and shall periodically advise the Board of Education with regard to the number of students enrolled under this policy.

C. Appeals

1. The parent or guardian of any student who is denied schooling or an emancipated minor or pupil eighteen years of age or older who is denied schooling because of residency may, in writing, request a hearing through the Superintendent and/or his/her designee.
2. The hearing shall be conducted by an impartial hearing officer appointed by the Board and be held within ten (10) days following receipt of the written request, provided that the date of the hearing may be postponed upon the timely request of one or both parties, subject to the approval of the Superintendent and/or his/her designee, as appropriate. The hearing shall not constitute an admission by the Board of Education that it has failed to furnish appropriate schooling accommodations in accordance with this policy. In the case of a denial of school accommodations based on residency, the party denied school accommodations shall have the burden of proving eligibility for school accommodation by a preponderance of the evidence. In the case of a denial of school accommodations on a basis other than residency, the party claiming ineligibility for school accommodations shall have the burden of proof.

Regulations

3. A stenographic record or tape recording shall be made of such hearing.
4. The findings of the hearing officer will be rendered within ten (10) days after the hearing.
5. The decision of the impartial hearing officer may be appealed to the State Board of Education, with a simultaneous copy to the Trumbull Board of Education and Superintendent and/or his/her designee, within twenty (20) days of the mailing of the decision. Any parent and/or guardian and/or emancipated minor aggrieved by the findings, upon request, shall be provided with a transcript of the hearing within thirty (30) days after such request. Within ten (10) days after receipt of the notice of appeal, the Board of Education shall forward the record of any hearing before it, to the State Board of Education. Any student already enrolled may remain enrolled during the hearing process and any appeals thereof.

If an appeal from the decision of the impartial hearing officer is not taken to the State Board of Education within twenty (20) days of the mailing of the finding to the aggrieved party, the decision of the impartial hearing officer shall be final.

Reference

- Sec 10-186, Duties of local and regional board of education re: school attendance., General Statutes of Connecticut, as amended.
- Sec 10-220, Duties of boards of education., General Statutes of Connecticut, as amended.
- Sec 4-177, Contested cases. Notice. Board., General Statutes of Connecticut, as amended.
- Trumbull Board of Education Policies:
  - Transportation, Policy Code: EEA
  - Elementary and Middle School Class Size, Policy Code: IHB
  - Health Assessments, Policy Code: JHCA

**TRUMBULL PUBLIC SCHOOLS**  
**NEW STUDENT – REGISTRATION INTAKE**

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

Parent/Guardian: \_\_\_\_\_

Trumbull Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Current Address: \_\_\_\_\_

Previous School: \_\_\_\_\_

School Records: \_\_\_\_\_ Requested \_\_\_\_\_ Received

Immunization Records: \_\_\_\_\_ Received

**RESIDENCY REQUIREMENTS**

1. IF YOU CURRENTLY OWN A HOME IN TRUMBULL:
  - You need to show a DEED or a copy of the Assessor's "field card" for your home with a recent date stamp by the Assessor and recent utility bills or other evidence you live at the home (i.e. CT Drivers License, voter registration, etc.).
2. IF YOU ARE RENTING A HOME IN TRUMBULL:
  - You need to show a current RENTAL AGREEMENT and recent utility bills or other evidence you live at the home (i.e. CT Drivers License, voter registration, etc.).
3. IF YOU WILL BE MOVING TO TRUMBULL WITHIN THE NEXT SIX MONTHS:
  - You will need to show a lease, sales or construction contract agreement that needs to be verified by the Business Administrator.
4. IF YOU ARE LIVING WITH A RELATIVE OR FRIEND IN TRUMBULL:
  - Person's Name: \_\_\_\_\_
  - Relationship: \_\_\_\_\_
  - If this person owns the residence, you will need to verify ownership in Trumbull by submitting the first documentation for #1 above, FORM B and FORM C to verify that you and your child are residing with them.
  - If this person rents, you need to show a current RENTAL AGREEMENT, and FORM B and FORM C to verify that you and your child are residing with them.
5. IF YOUR CHILD IS LIVING WITH A TRUMBULL RESIDENT BUT YOU ARE LIVING IN A DIFFERENT RESIDENCE (Proof of legal guardianship needed):
  - If resident owns home, you will need to verify residency by submitting the first documentation for #1 above, FORM C signed by the resident and FORM D.
  - If resident rents home, a rental agreement, FORM C signed by the resident, and FORM D.

STUDENTS ARE NOT REGISTERED UNTIL THE REQUIREMENTS ARE COMPLETED

Revised: 2/02, 8/19/03, 8/05, 8/06, 3/07

**TRUMBULL PUBLIC SCHOOLS**

**AFFIDAVIT OF RESIDENCY FOR PURPOSES OF OBTAINING SCHOOL  
ACCOMMODATIONS**

(Parent/Legal Guardian & Student Residing with Trumbull Resident -- to be completed by Parent or Legal  
Guardian)

I/We, \_\_\_\_\_, being duly sworn, hereby  
declare upon pains and penalties of perjury and false statement that I/we am/are the  
parent(s)/legal guardian(s) of the below named child(ren), who will be residing with  
me/us and a legal resident of the Town of Trumbull as follows:

Name: \_\_\_\_\_  
Trumbull Resident

Address: \_\_\_\_\_, Trumbull, Connecticut.

My child(ren) is/are named below as follows:

\_\_\_\_\_  
Name Age Grade School

\_\_\_\_\_  
Name Age Grade School

\_\_\_\_\_  
Name Age Grade School

By executing this affidavit, I/we understand that I/we represent that my/our child(ren)  
is/are entitled to free school accommodations from the Town of Trumbull by virtue of  
me/us having legal residence at the above-named address. I/we hereby represent that  
my/our child(ren) and I/we are residing at the above-named address permanently, without  
pay, and not for the sole purpose of obtaining school accommodations in the Trumbull  
Public Schools. If this changes at any point in time, it is my/our responsibility to notify  
the Trumbull Public Schools regarding the change in residence and make arrangements  
for my/our child(ren) to attend school in their new district of residence. If at any point in  
time it is determined that my/our child(ren) have been receiving free school  
accommodations in Trumbull in the absence of any legal entitlement to same, I/we  
understand that the Trumbull Board of Education reserves the right to immediately  
withdraw my/our child(ren) from the Trumbull Public Schools, and it will be my/our  
responsibility to pay tuition to the Trumbull Public Schools for any period of time for  
which it is determined that the child(ren) were not entitled to free school  
accommodations from the Town of Trumbull. **I/We understand that if it is determined  
that I/we have defrauded the Trumbull Public Schools, I/we will also be subjected to  
the pains and penalties of perjury and false statement and such other remedies as  
may be available under law.**



**TRUMBULL PUBLIC SCHOOLS**

**AFFIDAVIT OF RESIDENCY FOR PURPOSES OF OBTAINING SCHOOL  
ACCOMMODATIONS**

(Student Residing with Trumbull Resident – To be completed by Trumbull Resident)

I, \_\_\_\_\_, being duly sworn, hereby declare upon pains and penalties of perjury and false statement that I have a legal residence within the Town of Trumbull at the following address (see Form B):

\_\_\_\_\_, Trumbull, and that the below-named child(ren) will be residing with me on a permanent basis, without pay, and not for the sole purpose of obtaining school accommodations from the Trumbull Public Schools..

The child(ren) who will be residing with me is/are named below as follows:

_____	_____	_____	_____
Name	Age	Grade	School

_____	_____	_____	_____
Name	Age	Grade	School

_____	_____	_____	_____
Name	Age	Grade	School

By executing this affidavit, I understand that I am representing that the above-named child(ren) is/are entitled to free school accommodations from the Town of Trumbull by virtue of having legal residence at the above-named address. I hereby represent that above-named child(ren) are residing at the above-named address permanently, without pay, and not for the sole purpose of obtaining school accommodations in the Trumbull Public Schools. If this changes at any point in time, it is my responsibility to notify the Trumbull Public Schools regarding the change in residence and make arrangements for the child(ren) to attend school in their new district of residence. If at any point in time it is determined that the child(ren) have been receiving free school accommodations in Trumbull in the absence of any legal entitlement to same, I understand that the Trumbull Board of Education reserves the right to immediately withdraw the child(ren) from the Trumbull Public Schools, and I may be held responsible for the payment of tuition to the Trumbull Public Schools for any period of time for which it is determined that the child(ren) were not entitled to free school accommodations from the Town of Trumbull.

**I understand that if it is determined that I have defrauded the Trumbull Public Schools, I will also be subjected to the pains and penalties of perjury and false statement and such other remedies as may be available under law.**





