

RESIDENCY AND REGISTRATION POLICY

Residency Defined

- a) All children of school age who actually reside in Canton are entitled to attend the Canton Public Schools (Pursuant to MGL, C76, Sec 5). Children living with a person other than a parent or legal guardian must present documentation to school authorities which verifies that they actually reside within the Town. Exceptions to the residency requirement include: (1) students for whom another community or state agency may pay approved tuition rates, and (2) children of non-resident Canton Public Schools staff members, who will pay half the average per-pupil cost for students at the corresponding grade level in the Canton Public Schools (3) Students who may be affected by the federal legislations regarding the homeless (MGL c.76S5; McKinney-Vento Homeless Education Assistance Act; see attached for Enrollment of Homeless Students).
- b) If a student is living in Canton with someone other than a parent or guardian and that person is considered a “caregiver” for the minor, the Superintendent will require that the parent or guardian and the other responsible party complete the “caregiver authorization affidavit”. The affidavit must be signed by the authorizing party in the presence of two adult witnesses, neither of whom may be the caregiver. This affidavit must be notarized. The letter must also state the reason why the student is not living with the parent or guardian. This written explanation must be presented before the child will be registered. The person with whom the student is living (the Canton sponsor/caregiver) must show proof of residence. Appropriate residency documentation must be provided before the child will be registered. If a student moves to Canton for the special purpose of attending the public schools in Canton and does not live with a parent or guardian, the School Committee may recover the cost of tuition from the parent or guardian.
- c) If a student is living in Canton with someone other than a parent or guardian and the person is not officially considered a caregiver, the Superintendent will require a notarized letter from the parent or guardian indicating that s/he agrees to the student's living arrangement. The letter must also state the reason why the student is not living with the parent or guardian. This written explanation must be presented before the child will be registered. The person with whom the student is living (the Canton sponsor) must show proof of residence and also submit a notarized letter indicating that the student will be residing with him/her, as well as indicating who will be the responsible party for making medical and other emergency decisions for the child and the contact information for such emergencies. This letter must be provided before the child will be registered. If a student moves to Canton for the special purpose of attending the public schools in Canton and does not live with a parent or guardian, the School Committee may recover the cost of tuition from the parent or guardian.
- d) In the event the student is living with a parent or guardian, but not in a residence owned, rented or leased by the parent or guardian, the Superintendent shall require a letter from the Town of Canton sponsor (homeowner or renter), indicating that the student registrant and his/her parent or guardian are living with the sponsor. The Office of the Superintendent shall also require proof of residence from the sponsor.
- e) In cases which fall under b) or c) or d) above, or in any other unusual circumstances, the parent, guardian, caregiver, and/or sponsor who is registering the student shall be interviewed by the Superintendent or his designee. During the interview the registrant(s) shall be asked to explain the circumstances which led to his/her (their) requesting enrollment in the Canton Public Schools. The Superintendent or designee shall exercise judgment as to whether or not the registrant is being candid, and in particular as to whether or not the student really is living in Canton. At the Superintendent's discretion, enrollment may be denied. Sometimes the denial may be immediate. In most situations, however, the registrant will be asked to wait for a day or two while the Superintendent looks into the matter before informing the registrant of his/her decision.

In the course of his/her interviews, the Superintendent or designee shall explain to registrants that if, in fact, the student being registered does not live in Canton, the student’s parents are liable for the tuition. The Superintendent may deny enrollment to a registrant if there is reason to believe the registrant has misrepresented the facts or purposely omitted critical information.

- f) The Superintendent or his designee may admit students to the Canton Public Schools upon presentation of evidence of their intent to become a resident within 3 months. This evidence may be a purchase and sales agreement, a rental agreement, a property lease, a contract to build a house, or such other evidence that clearly indicates their intent. If residency does not occur after three months, the Superintendent may grant a further extension, however, the school system will bill the parents, guardian or other responsible persons for tuition. Tuition costs must be paid each month at the rate of the average monthly cost of education for a student in Canton at the appropriate grade level.
- g) Any Canton High School student who moves from the Town of Canton shall be permitted to remain at Canton High School if he/she moves after the start of the twelfth grade school year. Students in all other grades may complete the school year in their current grade if they move from the Town after April 1st.

Procedure for Registration

- a) The procedure for registering students is as follows:
 - a) Proof of residency is required to enroll and to remain in the Canton Public Schools. All applicants must submit at least one document from each Category. If new to Canton, there will be a 60-day grace period for Categories 2 and 3. Students over 18 years of age not residing with a parent or guardian/proxy must provide proof of residency as required below. Separate provisions are provided for students covered under the Homelessness Act (MGL c.76S5).

Category 1	Category 2	Category 3
<ul style="list-style-type: none"> • Copy of most recent mortgage payment • If you no longer pay a mortgage on your home, you must submit a copy of the property deed or a copy of the discharge of mortgage. • Purchase and Sales Agreement • Property tax bill • Copy of Lease (including BHS and HUD leases) <u>and</u> record of most recent rent payment.* <p>* You must submit both of these documents.</p>	<p>Utility bill or work order within the past 60 days:</p> <ul style="list-style-type: none"> • Gas bill • Oil bill • Electric bill • Cable bill <p>If you live in a household where all utilities are in someone else’s name, and if this is noted on your lease or affidavit, then you may submit a utility bill in the name of the homeowner.</p>	<ul style="list-style-type: none"> • Valid government issued photo identification, e.g., Massachusetts driver’s license, passport or state issued ID card with a valid Canton, MA address on it. <p>Dated within the past year:</p> <ul style="list-style-type: none"> • W-2 form (private information may be blocked out) • Vehicle registration • Excise tax bill

- b) All students new to the Canton Public Schools must register at the Superintendent’s Office. Parents, guardians or state-agency appointed proxies are required to fill out the registration packet that is attached to this policy. Building principals or an appointee will receive a copy of the registration form and verify home addresses and telephone numbers.

- c) Any irregularities shall be reported to the Central Office for follow-up action. If any living arrangements change, it must be reported to the school department immediately.
- d) The registration form shall require a Canton address and a phone number. Once the student has enrolled, school principals are required to look into situations in which there is reason to believe that the phone number and the address do not appear to be authentic; for example, when a parent never answers the phone or when mail is returned to the school unopened. The principals will report questionable situations to the Superintendent or the Assistant Superintendent
- e) If the school department suspects that a family of a current Canton Public School student lives outside Canton, an investigation and/or recertification will take place. If a case warrants closer inspection, the Superintendent may utilize the Canton Police Department to further investigate a residency concern.
- f) Pursuant to the provisions of Section 4 of Chapter 51 of the General Laws of the Commonwealth of Massachusetts, a list of all persons three through twenty-one years of age who reside within the Town of Canton shall be transmitted by the Town Clerk to the School Committee no later than April 1st in each year. The School Committee may use these lists to assist it in determining proper registration in the Canton Public Schools.

Adopted: November 14, 1996

Affirmed: December 16, 2004

Affirmed October 19, 2006

Amended: March 13, 2008

Amended June 4, 2009