



Brownsville Area School District

Resident/Enrollment Policy

PURPOSE

The Brownsville Area School District shall operate district schools for the benefit of students residing in the boundaries of the school district who are eligible for attendance. The board may permit the admission of non-resident students in accordance with board policy. Except for specific conditions permitted by this policy and the Public School Code; only children who are legal residents of the District shall be permitted to attend District schools. The objective of this policy is to communicate the requirements for eligibility for enrollment of school age children in the schools of the District.

AUTHORITY

School Code- 24P.S. Section 501, 502, 1301, 1302, 1303a, 1305, 1306, 1306.2, 1309, 1310, 1316, 2505, 2561

State Board of Education Regulations 22 PA Code Sec 11.8, 11.11, 11.19, 11.41, 12.1

School Age shall be defined as the period from the earliest admission age for the District's kindergarten program until graduation from high school or the end of the school term in which a student reaches the age of twenty-one (21), whichever occurs first. District of residence shall be defined as the school district in which a student's parent/guardians reside.

ENROLLMENT REQUIREMENTS

The district shall not enroll a student until the parent/guardian has supplied proof the student's age, residency, and immunizations required by law.

The district shall immediately enroll identified homeless students, even if the student or parent/guardian is unable to produce the required documents, in accordance with the laws and regulations.

The district shall not inquire about the immigration status of a student as part of the enrollment process. Enrollment requirements and procedures shall apply to non-resident students approved to attend district schools, in accordance with this policy.

The district shall administer a home language survey to all students enrolling in district schools for the first time.

Resident Children

A child shall be considered a resident of the Brownsville Area School District if his/her parent/guardians reside in the District. Enrollment may be conditioned upon receipt of satisfactory evidence of residency including, but not limited to, the following:

(A minimum of three documents are required to prove residency)

- Photo Identification of Parent/Guardian with current address
- Notarized Affidavit of Residency



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If you own your home:

- a. Copy of property sales agreement and/or
- b. Copy of property tax receipt

If you rent your home:

- a. Copy of lease agreement notarized
- b. Notarized statement from your landlord
- c. Copy of property sales agreement and/or
- d. Copy of property tax receipt on the rental property

Examples of proof residency:

- Current paid per Capita Tax Receipt
- Diver's license with current address
- Bank statement with current address
- Utility bills (gas, electric, cable, landline phone) with current address
- Letter from Social Security Office with current address
- Letter from Public Assistance Office with current address
- Copy of paycheck stub with name and current address of employee and employer

Parents living in different school districts

When parents reside in different school districts due to separation, divorce or other reasons, the student may attend in the district of residence of the parent with whom the student lives for a majority of time, unless a court order or court approved custody agreement specifies otherwise. The school district would not be required to transport a child to or from a residence outside of the school district.

If parents of a student share joint custody and time is evenly divided, the parents may choose which of the two school districts the student will enroll for the school year.

Emancipated Minor

If student is an emancipated minor, the resident school district shall be the one in which the student is then living. A minor living with a spouse is deemed emancipated.

Eligibility of Non Resident Students

A nonresident child is entitled to attend the District's school if that child is fully maintained and supported in the home of a District resident as if the child were the resident's own child and if the resident receives no personal compensation for maintaining the student in the District. A sworn statement determining residency, dependency, and guardianship shall be provided to the Brownsville Area School District. The resident may be required to submit additional reasonable information to substantiate a sworn statement, in accordance with the guidelines issued by the Department of Education.

Along with proof that the signer is a resident of the District as demonstrated by the evidence listed above for resident students, reasonable information to substantiate an affidavit of residential support shall be requested by the Administration or designee and shall include one of more of the following:



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- Copy of completed IRS form transferring tax exemption of child to resident
- Copy of Federal and/or State tax form which lists child as a dependent of resident
- Copy of completed form transferring child support payments to resident
- Copy of completed State form notifying department of Welfare of child's new residence
- Copy of insurance policy/card/statement listing child as eligible for services
- Copy of lease/rental agreement identifying child as a tenant

Brownsville Area School District reserves the right to verify all claims of residency, dependency, and guardianship and remove from school attendance a non-resident student whose claim is invalid. Upon completion of the guidelines outlined in this policy, an in loco parentis will be admitted to school on a temporary basis. The Board will make a final decision on the student's admission to the district.

Non-resident children placed in the District

Any child placed in the home of a district resident by a court or government agency shall be admitted to the district schools and shall receive the same benefits and be subject to the same responsibilities as resident children.

Residents of Institutions

A child who is living in or assigned to a facility or institution of the care or training of children that is located with this District is not a legal resident of the District by such placement; but shall be admitted to the District schools, and a charge shall be made for tuition in accordance with statute.

REQUIRED ENROLLMENT DOCUMENTS

- Photo Identification of Parent/Guardian with current address
- Proof of residency
- Notarized copy of Act 26 Form (1995 Safe Schools and Possession of Weapons 24 P.S.13-1317.2)
- Transcript and/or report card from previous school
- Withdrawal form from previous school
- Complete immunization record
- Social Security Number
- If student is not residing with custodial parent/legal guardian, two notarized affidavits are required:
 - One notarized affidavit from custodial parent/legal guardian
 - One notarized addidavit from the resident of Brownsville Area School District assuming responsibility for student
- For initial school placement (Kindergarten/Grade 1) birth certificate is required



Brownsville Area School District

All forms are available in the Main Office
Once all necessary documents are in hand, please call Student Services to arrange an Admission Meeting

Mrs. Tricia Rohlf, Brownsville Area High School Guidance Counselor
724-785-8200
724-785-8930 (fax)

Mr. William Rouse, Brownsville Area Middle School Guidance Counselor
724-785-2155
724-785-2502 (fax)

Mrs. Erin Pierotti, Elementary Guidance Counselor
724-785-6316 (Central Elementary)
724-785-4710 (fax)
724-785-9600 (Cox-Donahey Elementary)
724-785-5614 (fax)