

WSD PROCEDURE C25-P1

ADMISSIONS UNDER FACTORS AFFECTING RESIDENCE DETERMINATION

RELATED BOARD POLICY: C25 – ADMISSION OF NON-RESIDENT STUDENTS

REVIEW DATE: 10/3/2023

PROCEDURE

When a legal guardian is not able to provide documentation to prove residence in Winooski for pupil admission purposes, the following process may be followed:

- The legal guardian may **submit a notarized letter** from a Winooski resident stating that both the student and legal guardian have moved in with the resident and plan on being there indefinitely. The letter must also assure that the legal guardian and student do not have access to residence or housing in another school district. In special cases, the district may support the student with notary services if this would otherwise amount to a considerable barrier. *AND...*
- In addition to the notarized letter, the guardian and/or pupil may **consent to “Homeless” determination** based on federal law and if eligible as determined by the District McKinney-Vento Liaison. *OR...*
- In addition to the notarized letter, the guardian and/or pupil may **demonstrate a custodial relationship** to the resident sponsor, such as family ties or legal custody considerations. Being “a friend” may not satisfy this requirement. *OR...*
- In addition to the notarized letter, the guardian and/or pupil may **appeal to the school administrator** and explain the unique circumstances that should be considered by the school in making a residence determination. If the school administrator finds that the specific factors most likely entitle the student to admission, he/she/they will add another administrator to the conversation and decide if, jointly, the recommendation will be made to the Superintendent that the student be granted admission. Once a recommendation is brought forward by two administrators jointly, the superintendent will make a final determination.

If the student is not granted admission based on residence, the legal guardian, student, or resident sponsor may bring an appeal to the Board and request a “Residence Hearing” only after these procedures have been followed.



Superintendent Signature

Revision Date: 10/3/2023