

**Students**

**Non-resident Students**

**FORM LETTERS QUESTIONING STUDENT RESIDENCE IN DISTRICT**

Date:

To: Parents, Guardian, Emancipated Minor or Student eighteen (18) years of age or older

Dear \_\_\_\_\_:

We believe that the following student/s may not meet residency requirements to attend Brookfield schools. Connecticut State Statutes and Board of Education policies require students to reside within the town and that local student residence is intended to be permanent, provided without pay, and not for the sole purpose of obtaining school accommodations.

NAME	SCHOOL	GRADE

The student/s listed above may not meet residency requirements for the following reason or reasons:

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Within five (5) days, we will send you a request to document residency for the student/s named above, including an affidavit of residency to be completed by the parent or guardian, the relative or non-relative with whom the student resides, and the student if an emancipated minor or eighteen (18) years of age or older. **If a student does not meet residency requirements as outlined in the first paragraph of this letter, you should withdraw the student from the (name) school system immediately and enroll him/her in the school district of actual residence.**

Sincerely,

**Students**

**Nonresident Students**

Date:

To: Parents, Guardian, Emancipated Minor or Student eighteen (18) years of age or older

Dear \_\_\_\_\_:

Enclosed is an affidavit(s) and a questionnaire to be completed to show legal residence in the Town of Brookfield for the following student/s.

NAME	SCHOOL	GRADE

The student(s) named may continue in the Brookfield Public Schools pending review of information furnished by you. You will be notified in writing of the administrative decision and, if necessary, the date on which the student/s will be withdrawn from schools. If by \_\_\_\_\_ (*date within 10 days of mailing this letter*) we do not receive the completed affidavits and other information requested, school accommodations will be denied as of that date.

Sincerely,

Enclosures

**Students**

**Non-resident Students**

Date:

To: Parents, Guardian, Emancipated Minor or Student eighteen (18) years of age or older

Dear \_\_\_\_\_:

I have reviewed the affidavits and other documentation (*if applicable*) and concur that the student(s) named below meet(s) residency requirements established by Connecticut Statutes and Board of Education Policies and may continue in Brookfield Public Schools.

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We appreciate your cooperation.

Sincerely,

**Students**  
**Nonresident Students**

Date:

To: Parents, Guardian, Emancipated Minor or Student eighteen (18) years of age or older

Dear

Effective \_\_\_\_\_ (*date within 10 days of this letter*), school accommodations will no longer be provided in the Town of Brookfield for the student/s named below:

NAME	SCHOOL	GRADE

The reason for denial of further school attendance is:

- \_\_\_\_\_ You have informed us that your child no longer resides in town
- \_\_\_\_\_ No written response received to our request for completion of affidavits and/or other documentation
- \_\_\_\_\_ Affidavit and/or documentation is not adequate to prove residence in accordance with Connecticut Statutes and Board of Education policy.

You have the following rights when student attendance is denied for reasons of residence:

1. A hearing before the Board of Education. If prior to (*Date specified for student/s withdrawal*) you request in writing a hearing by the Board of Education, the Board will provide you a hearing within ten (10) days of its receipt of the written request.
2. If you make a timely request for Board hearing, the student/s named may continue in schools pending the outcome of the Board of Education hearing.
3. If you so request, following the Board of Education hearing you will be provided a transcript of the hearing within thirty (30) days of your request.
4. Within twenty (20) days of the Board of Education mailing its finding/s and decision, you may appeal the Board's decision to the State Board of Education.
5. Upon your written request, the student/s may continue in Brookfield Public Schools pending the outcome of an appeal to the State Board of Education. (*Such written request must be received by the Superintendent of Schools within twenty (20) days of the Board of Education mailing its finding/s and decision to you.*)

If the decision by the State Board of Education supports a Board of Education denial of student accommodations, you will be liable for a per diem payment of tuition for each day the student/s attended schools. (*Currently \$\_\_\_\_\_ per day*)

Sincerely,

**Students**

**Non-resident Students**

Date:

To: Parents, Guardian, Emancipated Minor or Student eighteen (18) years of age or older

Dear \_\_\_\_\_:

Upon receipt of your request for a hearing before the Board of Education on a student residency issue, the Board of Education has scheduled a hearing as outlined in the attachment entitled **Board of Education Notice of Hearing**.

Sincerely,

Enclosure

**Students**

**Non-resident Students**

Date:

TO: Parents, Guardian, Emancipated Minor or Student eighteen (18) years of age or older

**BOARD OF EDUCATION NOTICE OF HEARING**

1. Person/s requesting Hearing:	Name:  Address:  Telephone:		
2. Date and time of Hearing:			
3. Place of Hearing:			
<b>4. Nature of Hearing</b>	<b>Determination of student/s residency</b>		
<p>5. Statutes and Regulations involved:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top; padding: 5px;"> <p>Section 10-186 CGS Duties of local and regional boards of education re school attendance. Hearings. Appeals to state board. Establishment of hearing board.</p> <p>Section 10-187 CGS Appeal from finding of hearing Board</p> <p>Section 4-177 CGS Contested cases. Notice. Record.</p> </td> <td style="width: 50%; vertical-align: top; padding: 5px;"> <p>Section 4-178 CGS Evidence in contested cases</p> <p>Section 4-179 CGS Proposal for decision.</p> <p>Section 4-180 CGS Final decision to be rendered within ninety days.</p> </td> </tr> </table>		<p>Section 10-186 CGS Duties of local and regional boards of education re school attendance. Hearings. Appeals to state board. Establishment of hearing board.</p> <p>Section 10-187 CGS Appeal from finding of hearing Board</p> <p>Section 4-177 CGS Contested cases. Notice. Record.</p>	<p>Section 4-178 CGS Evidence in contested cases</p> <p>Section 4-179 CGS Proposal for decision.</p> <p>Section 4-180 CGS Final decision to be rendered within ninety days.</p>
<p>Section 10-186 CGS Duties of local and regional boards of education re school attendance. Hearings. Appeals to state board. Establishment of hearing board.</p> <p>Section 10-187 CGS Appeal from finding of hearing Board</p> <p>Section 4-177 CGS Contested cases. Notice. Record.</p>	<p>Section 4-178 CGS Evidence in contested cases</p> <p>Section 4-179 CGS Proposal for decision.</p> <p>Section 4-180 CGS Final decision to be rendered within ninety days.</p>		
6. A short plain statement of the matters asserted:			

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Dear \_\_\_\_\_:

Following the recent hearing by the Board of Education on a residency question involving:

NAME	SCHOOL	GRADE

the Brookfield Board of Education found the following:

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In accordance with the findings of the Brookfield Board of Education, the student/s named above:

\_\_\_\_\_ may continue as a student in Brookfield Public Schools

\_\_\_\_\_ must be withdrawn from the Brookfield Public Schools no later than \_\_\_\_\_ (date within 20 days of mailing this letter) unless an appeal is filed with the Connecticut State Board of Education prior to that time.

Sincerely,

