

Section A

Parent, guardian, or legal guardian of the student shall provide proof of residency, at the time of the student’s enrollment and prior to the first day of the student’s attendance. Residency verification shall be required every year for all students. The documents and information mailed to parents shall be updated each year and a sample of the required supporting documentation shall be posted to the district’s website annually. The sample of the required supporting documentation shall also be available at the District office and shall be mailed upon request. If a prospective enrollee claims “homeless” status, he/she shall execute appropriate forms supplied by the superintendent or designee. The residency of any student in the District may be subject to review by the Superintendent or Designee, and ultimately determined by the Board.

Section B

If the superintendent or designee determines that either a student who is attempting to enroll or a student who is attending school in the district on a tuition-free basis is a non-resident of the district for whom tuition is required to be charged, the following procedures shall apply:

Initiator	Action
Superintendent or Designee	On behalf of the Board of Education, notifies the Parent, Guardian or Custodian who enrolled the student of the determination of non-resident and of the non-resident tuition fee required in order for the non-resident student to attend Glenbrook HSD 225. Said notification shall be made in writing and sent by certified mail, return receipt requested.
Parent, Guardian or Custodian Enrolling the Student	Within 10 days after receipt of said notice, may request a hearing to review the determination regarding non-resident status and tuition. The request must be in writing and be sent certified mail, return receipt requested, to the attention of the superintendent or designee.
Parent, Guardian or Custodian Who Enrolled the Student	<i>If a hearing is requested to review the determination:</i> may request that the student continue attending at the district’s schools pending the board’s final decision. Such attendance shall not relieve the Parent, Guardian, or Custodian, who enrolled the student, of their obligation to pay the non-resident tuition for that attendance, if the Board of Education determines the student is a non-resident. (See Section J of Board Policy 8010).

Initiator	Action
Superintendent or Designee	Shall notify the Parent, Guardian or Custodian requesting the hearing of its time and place within 10 days after receipt of the hearing request. Said notification shall be made in writing and sent by certified mail, return receipt requested. The hearing date shall not be less than 10 days nor more than 20 days after said notice is given.
Independent Hearing Officer Designated by the Superintendent or Designee	Conducts the hearing. At the hearing, (1) the Parent, Guardian or Custodian who enrolled the student has the burden of going forward with the evidence concerning the student’s residency and bears the burden of proof to establish residency in the district, (2) the Superintendent or Designee and the Parent, Guardian, or Custodian who enrolled the student may use representatives of their choice, and (3) the Superintendent or Designee and the Parent, Guardian or Custodian who enrolled the student may submit relevant evidence at the hearing.
Independent Hearing Officer	Within 5 days after the hearing's conclusion, sends a report of the testimony, copies of documents submitted by the respective parties at the hearing and findings in writing, by certified mail, return receipt requested, to both Superintendent or Designee, as well as Parent, Guardian or Custodian who enrolled the student.
Parent, Guardian or Custodian Who Enrolled the Student	<i>Upon receipt of the independent hearing officer’s report:</i> Within 5 days after receipt of the hearing officer's findings, may file written objections to the findings, with the Board of Education, by sending any objections by certified mail, return receipt requested, to the attention of the Superintendent or Designee.
Board of Education	Within 15 days after the hearing's conclusion, determines, based on the evidence presented, whether or not the student is a resident of Glenbrook HSD 225, as well as the amount of the non-resident tuition fee, required to be charged, as a result of the student's attendance in the district's schools. The Superintendent or Designee sends a copy of the Board of Education’s decision to the Parent, Guardian, or Custodian who enrolled the student. The Board of Education's decision is final.
Board of Education	<i>If a student is determined to be a non-resident:</i> The student may complete the current semester, only if non-resident tuition, for that semester, has been paid in full. Otherwise the student’s attendance shall terminate immediately.

Section C

Full verification of residency is required as a prerequisite for enrollment for:

- All students who are enrolling in the district's schools for the first time and
- Any students for whom there has been a change of address and/or a change in legal custody.

The Parent, Guardian or Custodian of a returning student, where there has been no change in residency, must affirm and attest that there has been no change in their residency and/or custody status from the previous school year. If there has been a change of address and/or a change in legal custody, it is the responsibility of the Parent, Guardian or Custodian to notify the district. Upon notification of any changes, verification of residency will be required.

Section D

The Parent, Guardian or Custodian who rent their residence, must provide a current lease every school year when verifying residency. If they are renting from a private party, not a management company, in addition to the current lease, they must provide a signed statement from their landlord.

Students and parents who are residing at a residence not owned or rented by said Parent, Guardian or Custodian must complete full verification of residency every school year.

Should further clarification of a student's residency status be deemed necessary, the superintendent or his designee may request additional documentation on a case-by-case basis.

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