



LYNNFIELD PUBLIC SCHOOLS
525 Salem Street
Lynnfield, MA 01940

File: JF - SCHOOL ADMISSION/RESIDENCY

It is the policy of the Lynnfield Public Schools to require that all children who are registered and attend Lynnfield Public Schools at the expense of the citizens of Lynnfield be legal residents whose actual residence is in Lynnfield. "Residence" is defined as the place where a person dwells permanently, not temporarily, and is the place that is the center of his/her domestic, social and civic life.

In determining residency, the Lynnfield School Committee, through the Superintendent of Schools, retains the right to require the production of a variety of records and documentation and to investigate where a student actually resides. Students found to be in violation of the residency policy may be dismissed immediately from the Lynnfield Public Schools and the parent(s)/guardian(s) or responsible adult may be jointly and severally liable to the Lynnfield Public Schools for the student's tuition for the full academic year(s). The Lynnfield Public School District may also impose other penalties on the family such as legal fees incurred by legal action and the withholding of certain scholarships and awards. A parent, legal guardian, or student who has reached the age of majority (18), who is aggrieved by a determination of residency, may appeal the determination to the Superintendent of Schools, whose decision shall be final.

Legal References:

MGL c. 76, sec. 5

McKinney-Vento Homeless Assistance Act

Amended: September 7, 2010

Amended: March 8, 2011

Amended: December 13, 2016

SCHOOL ADMISSION/RESIDENCY GUIDELINES

I. VERIFICATION OF RESIDENCY

Before any student is enrolled in the Public Schools of Lynnfield, his or her parent or legal guardian must provide a signed Affidavit of Residency, (Form A or B) and if necessary a Caregiver Authorization Affidavit.

RESIDENT PROPERTY OWNER

Resident must submit at least one document each from Column A, B, and C and any other documents that may be requested by The School Administration, including but not limited to those from Column A, B, or C (noted below).

| Column A Owner Evidence of Residency | Column B Evidence of Occupancy | Column C Evidence of Identification Photo ID |
|--|-----------------------------------|--|
| Affidavit of Residency Form B and | Electric Bill | Valid Driver's License |
| Record of recent mortgage payment or Recent property tax bill | Voter Registration | Valid MA Photo ID card Valid Passport |

RESIDENT TENANT

Resident must submit at least one document each from Column A, B, and C and any other documents that may be requested by The School Administration, including but not limited to those from Column A, B, or C (noted below).

| Column A Resident Tenant Evidence of Residency | Column B Evidence of Occupancy | Column C Evidence of Identification Photo ID |
|--|-----------------------------------|--|
| Affidavit of Residency Form A and | Electric Bill | Valid Driver's License |
| Copy of Lease and record of recent rental payment | Voter Registration Card | Valid MA Photo ID card Valid Passport |

Any irregularities shall be reported promptly to the Superintendent of Schools. **Parents are required to notify the school of any changes of their address or the address of the student with five days of the change.**

II. ENFORCEMENT

Should a question arise concerning any student's residency in the Town of Lynnfield while attending the Public Schools of Lynnfield, the student's residency will be subject to further inquiry and/or investigation. Such questions concerning residency may arise on the basis of incomplete, suspicious, or contradictory proofs of address, anonymous tips, correspondence that is returned to the Public Schools of Lynnfield because of an invalid or unknown address, or other grounds.

The Superintendent may request additional documentation, may use the assistance of the School Department's Attendance Officer, and/or may obtain the services of police or investigative agency personnel to conduct investigations into student residence. The Attendance Officer and/or residency investigator(s) will report his or her findings to the Superintendent of Schools, who shall make final determination of residency.

Upon an initial determination by the Superintendent of Schools that a student is actually residing in a city or town other than the Town of Lynnfield, the student's enrollment in the Public Schools of Lynnfield shall be terminated immediately.

III. PENALTIES

In addition to termination of enrollment and the imposition of other penalties permitted by law, the Public Schools of Lynnfield reserve the right to recover restitution based upon the costs of educational and legal services provided during the period of non-residency.

IV. EXCEPTIONS

1. The Residency Policy Shall Not Apply to the Following:

- a. Students enrolled in the High School under special programs approved by the School Committee, such as educational exchange programs;
- b. Tuition paying students, as permitted by law; if applicable
- c. Students who are entitled to attend the Public Schools of Lynnfield under the McKinney-Vento Homeless Assistance Act.
- d. Students assigned to Lynnfield as part of the SEEM Collaborative or North Shore Consortium programs.
- e. METCO students as approved by the Lynnfield School Committee.
- f. Any student assigned to residents of the Town of Lynnfield by public agencies.
- g. Foreign exchange students approved by the Lynnfield School Committee.
- h. Any student whose parent or legal guardian moves from Lynnfield during his/her senior year, providing they resided in Lynnfield during the entire previous school year, may complete the year at Lynnfield High School providing the parent or legal guardian of such student assumes responsibility for the transportation of the student.
- I. A student whose family is planning to move into Lynnfield within thirty (30) days may be granted provisional permission to enroll in the school system. Clear and documented evidence of intent to reside in Lynnfield, such as a signed purchase and sales agreement or signed lease, must be presented. In cases where a new home is to be built approval will be granted for the students to attend Lynnfield Public Schools upon receipt of occupancy permit or at the discretion of the Superintendent. The responsibility of transportation is assumed by the parent.

V. EXTRAORDINARY CIRCUMSTANCES

DIVORCE or SEPARATION

For students whose parents are divorced or separated and share physical custody of the child, the child may attend Lynnfield Public Schools if one of the parents is a resident of Lynnfield. The Lynnfield resident parent must produce a divorce decree and custody agreement and/or other documents showing shared custody.

GUARDIANSHIP

When a new student registers for school and lives with anyone other than a parent, the school department must receive a court document, Caregiver Affidavit or documents demonstrating custody or guardianship.

Legal Reference: M.G.L. Chapter 76, Section 5