Revere Public Schools
Residency Policy

The Revere School Committee adopts the following policy regarding the residency and admission of students. The Revere Public Schools is committed to ensuring that all its policies reflect equal treatment regardless of race, color, national origin, religious creed, sex, criminal record, or disability.

RESIDENCY POLICY

In order to attend the Revere Public Schools (RPS), a student must actually reside in the City of Revere. The residence of a minor child is ordinarily presumed to be the legal residence of the parent or legal guardian who has physical custody of the child. A student’s actual residence is considered to be the place where he or she lives permanently. In determining residency, the RPS retains the right to require the production of a variety of records and documentation and to investigate where a student actually resides.

A determination that a student does not actually reside in the City of Revere renders the student ineligible to enroll in the Revere Public Schools or, if the student is already enrolled in the RPS, his/her enrollment shall be terminated. As described, within, a determination of non-residency by RPS may be appealed by the student’s parent or guardian or by the student, if he/she is 18 or over.

The Revere Public Schools will publish information regarding the residency investigation process in the student handbook and post the policy on the RPS Webpage.

I. Procedures for Determining Residency
   A. Pre-Enrollment Verification of Residency

   Before any student is enrolled in the RPS, his/her parent or legal guardian must provide:
   1. A signed “Revere Public Schools Affidavit of Residency” (see attached)
   2. Proof of residency in the City of Revere (3 documents)

   The parent/guardian of every student seeking enrollment in RPS must submit to RPS documentation establishing (A) Residency, (B) Occupancy, and (C) the parent/guardian’s identity. More particularly, the parent/guardian must submit a document from each of the columns, below. A parent or guardian who is unable to produce the required documents should contact the Supervisor of Attendance (“the Supervisor”).

<table>
<thead>
<tr>
<th>Column A</th>
<th>Column B</th>
<th>Column C</th>
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<tr>
<td>Evidence of Residency</td>
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<td>Evidence of Parent/Guardian Identity</td>
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<td>Record of recent mortgage payment and or property tax bill</td>
<td>Recent bill dated within the past 60 days showing Revere address:</td>
<td>Valid Driver’s License</td>
</tr>
<tr>
<td>Copy of lease and record of recent payment</td>
<td>Gas Bill/Oil Bill/Electric Bill</td>
<td>Valid Ma Photo ID Card</td>
</tr>
<tr>
<td>RPS Landlord Affidavit (copy attached) and recent rental payment</td>
<td>- Home Telephone Bill (not cell phone)</td>
<td>Passport/Green Card</td>
</tr>
<tr>
<td>Current Section 8 Agreement</td>
<td>- Cable Bill</td>
<td>- Excise Tax</td>
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</table>

Updated June, 2011
The principal and/or his/her designee shall verify the home address and home telephone number of each student at least once during the school year.

B. Post-Enrollment Verification And Enforcement

Should a question arise concerning any student’s residency in the City of Revere while s/he is attending the RPS, the student’s residency will be subject to further inquiry and/or investigation. Questions concerning residency may arise on the basis of incomplete, suspicious, or contradictory proofs of address; anonymous tips; correspondence that is returned to the RPS because of an invalid or unknown address; statements made by students that they are moving or have moved, or other grounds. When he/she becomes aware of a question regarding a student’s residency, the building principal or other member of the Administration (or his/her designee) shall submit a completed Request For Investigation form to the Supervisor of Attendance. The Supervisor of Attendance may request updated proof of residence, and may obtain the services of a district investigator to conduct an investigation into student residence.

Upon receiving a request to investigate, the investigator will create a case folder for the student whose residency is in question. Any investigative activities considered in reaching a residency determination must be documented in the case folder. The investigator may use, but is not limited to, the following methods to conduct his/her investigation:

- Investigator will visit the residence, without advance notice
- Investigator may attempt to contact/interview parent to gather documentation to either confirm residency or prove non-residency
- Investigator may interview landlord and neighbors when possible
- Investigator may keep residence under surveillance to establish patterns of occupation
- Investigator will leave evidence of his/her visit by leaving a dated letter and business card with contact information
- Investigator will use investigation and follow-up forms to document his/her activities (May be all electronic)
- The investigation will continue until residency or non-residency is confirmed and supported with appropriate documentation.

The residency investigator will report his or her findings to the Supervisor of Attendance.

If upon the completion of the investigation, the Supervisor of Attendance has concluded that the student is not a resident, the Supervisor will inform the Assistant Superintendent of the results of the investigation. Based upon the information provided to the Assistant Superintendent, she/he will make a determination regarding the residency of the student. The Assistant Superintendent will contact the building principal and Superintendent to inform them of the determination within two days of the decision.

If non-residency is established, the principal or his/her designee will inform the parent/guardian of the finding as soon as possible but in no event later than two (2) school days after the principal was notified of the determination. The principal/designee will first attempt to reach the parent/guardian by telephone. If the parent/guardian cannot be contacted by telephone, the emergency contact list will be used for notification. The principal/designee will also notify the parent/guardian in writing at the parent/guardian’s stated address or at such other address as the parent/guardian requests. The written notice will state that a determination of non-residency has been made and will provide the effective date for the termination of enrollment. (Termination of enrollment shall not be less than five (5) school days from the date of the written notice, unless there are fewer than five (5) school days remaining in the school year.) The notice shall include a statement that the Revere Public Schools do not discriminate on the basis of race, color or national origin. Finally, the notice shall describe the following appeal procedure.
**Appeal Rights:** Within five (5) days of receiving notice of a determination of non-residency, the parent/guardian may appeal the determination to the Supervisor. The parent/guardian may appeal the decision orally or in writing. If the request is made orally, the Supervisor shall reduce the request to writing and shall provide the parent/guardian with a copy of the written appeal document. Within two (2) days of receiving the parent/guardian’s appeal (such period may, however, be extended if the parent/guardian provides new information that needs investigation), the Supervisor shall issue a written response to the appeal. That response to the appeal shall be immediately forwarded to the parent/guardian, the principal, and the Superintendent. The Supervisor will share the entire case file with the Superintendent. The Superintendent or his/her designee will render his/her decision in writing within two (2) days of the referral of the appeal to the Superintendent, and the parent/guardian shall be immediately provided with that decision. If the Superintendent upholds the determination of non-residency, the enrollment of the student(s) will be terminated at the close of the next school day that follows the issuance of the Superintendent’s decision to the parent/guardian. During the pendency of an appeal, a student will be allowed to remain in school until all steps of the appeal process have been exhausted.

**C. Potential Waiver When Residency is in Transition**

For students whose residency is in transition, the following exceptions to the general policy may apply, with prior written approval from the Superintendent:

1. **Moving**
   Students already enrolled in the RPS who move out of the City on or after April 15th of a given school year may be permitted to complete that school year at RPS if a written request is made to the Superintendent by the parent/guardian.

2. **Pending Purchase of Dwelling**
   The children of families who have a signed and accepted Purchase and Sale Agreement to purchase and reside in a dwelling in the City of Revere may be enrolled up to thirty (30) calendar days in advance of the time actual physical residence occurs. If actual residence occurs later than 30 days after enrollment, students may be asked to leave the schools until actual residence occurs.

3. **Construction of New Dwelling**
   Children of families who are building a primary residence in the City of Revere may enroll in the RPS at the beginning of the school year if the family has obtained a Certificate of Occupancy from the City.

4. **Nothing herein shall be construed to conflict with State or Federal law.**

**D. Notification**

The RPS residency requirements, verification procedures, and consequences of falsifying or misrepresenting residency will be published in the RPS Policy Manual, and published in each school handbook.
Revere Public Schools  
Residency Affidavit

I/we, the parent(s), or legal guardian(s) of __________________________, hereby certify as follows:

(Print student’s full name)

1. I/we wish to enroll the above named student in the Revere Public Schools. I/we understand that pursuant to Massachusetts law and Revere Public School Committee Policy, students who actually reside in the City of Revere may attend the Revere Public Schools (RPS) and students who do not actually reside in the City of Revere may not attend the Revere Public Schools.

2. I/we hereby certify that effective _________________________, 201___, the above named student is/will be residing at the following address in Revere, Massachusetts, with:

____________________________________________________________________________________

(Printed Name(s) of Parent(s))

_________________________________________________  ______________________________

(If Guardian(s) PRINTED name(s) of Guardian(s))

No. Street Apt./Unit No. Revere, MA Zip Code

Home Telephone: ____________________________

Cell Phone: ____________________________    Work Phone: ____________________________

3. I/we acknowledge that I am/we are required to notify the Revere Public Schools or the above student’s school, in writing, of any change in said student’s address within five (5) calendar days of such change of address.

4. I/we understand that this Residency Affidavit will be relied upon by the Revere Public Schools for the purpose of determining the above student’s eligibility to attend the Revere Public Schools on the basis of residency. If said student is enrolled in the Revere Public Schools based upon the information provided and it is subsequently determined that the student does not actually reside in Revere, I/we understand that the student’s enrollment in the Revere Public Schools will be promptly terminated and I/we will be jointly and severally liable to the Revere Public Schools for the student’s tuition for the full academic year(s).

5. I/we further certify that I am/we are the parent(s), or legal guardian(s) of the above student.

6. I/we understand that all applicants must reside in the City of Revere.

Signed under the pain and penalties of perjury on this ___________ day of ________________, 20___:

__________________________________________  ______________________________

Parent/Guardian Name                             Home Address

__________________________________________  ______________________________

Parent/Guardian Name                             Home Address
The Residency Affidavit and proof of residency must be submitted together with at least one document from each of the following three columns: A, B, and C.

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- Gas Bill  
- Oil Bill  
- Electric Bill  
- Home Telephone Bill  
(not cell phone)  
- Cable Bill | Valid MA Photo ID Card |
| Landlord Affidavit and recent rental payment | | Passport/Green Card |
| Current Section 8 Agreement | | |
Landlord Affidavit

To: The Revere Public Schools

I hereby certify and swear under oath that I am the legal owner of the property at ______________________________. I also certify and swear under oath that ____________________________, and his or her children __________________________ are my tenants and live at the above address.

I agree that if the Revere Public Schools investigates and finds these statements to be false, I shall assume full responsibility for repayment of any tuition or educational costs due to the Revere Public Schools for the education of the above referenced children.

I understand that, to enforce payment to any costs due, the Revere Public Schools and the City of Revere may seek a judgment against me in the Courts which could result in the placement of a lien against my real property or may take other legal actions to enforce judgment.

___________________________________
Landlord’s Signature

Notary

___________________________________
Landlord Print

___________________________________
Date