

Residency Requirements for Student Admission

I. Proof of Residency

According to state law, the residence of a child for school purposes shall be

- A. The school district in which the parents, guardian or person having the care and legal custody of the child, holds legal residence. If the parents, guardian or person contributes in major degree to the support of such child; or
- B. The foster home, as defined in Section 25 of Title 10 of the Oklahoma Statutes, in which the child has been placed:
 - 1. By the person or agency having legal custody of the child pursuant to a court order, or
 - 2. By a state agency having legal custody of the child pursuant to the provisions of Title 10 of the Oklahoma Statutes.
- C. The district in which a child who is supporting himself entirely by his own efforts resides and attends school.

II. To verify that this student is legally eligible to attend the Alva Independent School District at the time of enrollment, be prepared to provide:

- A. Identification
- B. At the time of initial enrollment birth certificate of student (s)
- C. A second verification of the custodial parent or guardian=s address (if requested)
- D. Current electric bill indicating where the custodial parent or guardian resides, and this address must be in the Alva Independent School District
- E. A signed rental or mortgage agreement, and this address must be in the Alva Independent School District

F. Legal transfer

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II. G. Residential affidavit - non-resident

1. Parent/guardian and child living with patron of Alva Independent Schools - must provide proof of residency from patron (see above) and must complete affidavit of residence
2. Child living with non-parent - must have one of the following:
 - a. Proof of legal guardianship (court documentation)
 - b. Proof of legal custody (court documentation)
 - c. Adult patron must provide proof of residency (see above)

H. Homeless

1. Weekly verification of residence in a motel or other temporary shelter will be determined on an individual basis.

III. Appeal Procedures

- A. If a school district initially denies admittance of a student who claims to be a resident of that district, the parent, guardian or person having legal care and custody (hereafter parent) of the student shall be informed that they may request a review of the decision of the Alva residency officer.
- B. If, during the course of the school year, a dispute arises as to the residence of a student who is enrolled and attending school, the student shall be allowed to continue in Alva until these dispute procedures have been exhausted.
- C. The parent of the student must notify the Alva Residency Officer in writing of the review request within three (3) school days from denial of admittance. Upon receipt of a request for review, the residency officer shall allow the parent, guardian or person having the legal care and custody to provide additional pertinent criteria and statutory provisions regarding residency. Said information must be submitted with the request for review.

- D. The Alva Residency Officer must render a decision and notify the parent of the decision and reasoning therefore in writing within three (3) school days of the receipt of the request for review.

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III. Appeal Procedures - continued

- E. In the event the parent disagrees with the decision, the parent shall notify the Alva Residency Officer, within three (3) school days of receipt of the residency officer's decision, who will submit his/her findings and all documents reviewed to the Board of Education. The Board of Education will review the decision and the documents submitted on behalf of the district and the student and render a decision at the next board meeting. The Board's decision shall be the final administrative decision. The Board of Education's decision may be appealed through formal judicial due process.
- F. In an effort to place students in school as quickly as possible, time-lines shall be followed unless due to emergency circumstances both parties agree to an extension of time-lines.

Adopted: November 07, 1994

Revised:

Legal Reference:

Cross Reference:

District #001, Woods County, Oklahoma