

**STUDENT ENROLLMENT POLICY**

When new students are enrolled in the Saugus Public Schools the following guidelines shall apply:

1. All students must be an actual resident of the Town of Saugus. Upon enrollment proof of residency must be supplied. This is accomplished by providing the school with a utility bill, lease or landlord verification form or any other form of documentation the school department deems appropriate.
2. Upon enrollment all students under 18 must submit the name of the individual responsible for the student at the student's actual place of residence, along with a description of the relationship to the student.
3. If a student is not living in Saugus at the beginning of the academic year, and only at the beginning of the academic year, but will be before mid-point of the first quarter he/she will be allowed to register in the Saugus Public Schools. If the student is still not living in Saugus after the mid-point of the first quarter is reached, he/she must withdraw from the Saugus Public Schools until such time as residency is established. There is no possibility of an extension and there will be no exceptions.
4. All special needs students must be enrolled through Pupil Personnel Services. The Director of Pupil Personnel Services/Administrator of Special Education must determine the student's proper placement as directed by the Individual Education, (IEP) written by the sending school system.
5. Except as noted above, no student may attend the Saugus Public Schools who is not actually living in Saugus. Any student found in violation of the policy will be expelled from the Saugus Public Schools immediately.

This policy supersedes all other policies regarding residency and student enrollment.

Note: Policy JFABD McKinney-Vento Homeless Education Assistance Act Enrollment Rights and Services.

Approved by the School Committee:

8/30/01