

Centerville-Abington Community Schools

Administrative Guidelines

5111 - ADMISSION TO THE CORPORATION

Students who qualify for admission to Corporation schools, in accordance with Board Policy [5111](#), shall be accepted when the following documents have been submitted.

- A. a birth certificate or other appropriate documentary evidence
- B. court orders or placement papers, if applicable
- C. proof of residency as described in this document

If a birth certificate is not available, the parent is to complete [Form 5111 F1](#) and submit the documentary evidence called for therein. If custody has been established by the courts, a copy of the court order must be submitted. If such verification is not received within thirty (30) days or the document appears to be inaccurate or suspicious, the principal shall notify the Superintendent.

Students without appropriate records will be admitted for a period of fourteen (14) days, unless extended by the Superintendent. Parents are to be so informed at the time of admission.

The sending school shall be contacted within twenty-four (24) hours of the student's entry into the school and requested to send all appropriate records.

If the school indicates no record of the student's attendance, or the records are not received within fourteen (14) days of the date of request, or if the student does not present a certification of birth or other documentary evidence, the principal shall immediately notify the law enforcement agency where the student resided and the local law enforcement agency that s/he may be a missing child.

High school students transferring from another school corporation must submit an official transcript from the sending school in order for the student to receive credit for course work. Report cards will not be considered sufficient evidence for granting credit toward graduation.

Immunization requirements are to be in accordance with AG [5320](#).

Determination of Legal Settlement

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| Criterion #1 | If the student lives with parents and is under eighteen (18) or over eighteen (18) but not emancipated, the legal settlement is the School Corporation where the student's parents reside as defined in I.C. 20-8.1-6.1-1(b). |
| Criterion #2 | If the student lives separately from parents and is over eighteen (18) or under eighteen (18) but emancipated, then the legal settlement is the student's address . |
| Criterion #3 | If the student lives with a person because the parents are residing |

outside the United States due to educational or business pursuits and maintain no permanent home in the United States and have officially place the student in the home of the person, the legal settlement is the **address of the person with whom the student lives.**

If legal settlement cannot be determined by using any of the above criteria and the student is being supported by, cared for by, **and** living with another person who has been appointed the student's legal guardian in a court of law, the student's legal settlement is the **address of the person with whom the student lives**, except where the parent is able to support the child but has placed him/her with the other person primarily for the purpose of attending school in this Corporation. If the assignment of legal guardianship is solely for the purpose of making it possible for the student to go to school in this Corporation, the student's legal settlement will still be considered to be outside this Corporation.

Residency Requirements

Legal settlement of the student is the School Corporation whose attendance area contains the residence of the parent with whom the student is living. I.C. 20-26-11-2.

The residence of a child is determined by the residence of his/her parent(s) or legal guardian(s). This place of residence must be within the School District boundaries for the child(ren) to attend the Community Schools. Persons who present misinformation to the District concerning place of residence should expect the removal of the child(ren) from classes and retroactive billing for the daily tuition rate. If there is any question as to whether a residence is within the Community School attendance boundaries, please call the central office at (765) 855-3475 for verification.

Procedures for Proof of Residency

Before any student is assigned to attend a Centerville-Abington Community School, the student's parent or legal guardian* must prove legal residence within the attendance boundaries. Families whose primary residence is outside Hamilton Southeastern attendance boundaries are not eligible to attend Hamilton Southeastern Schools.

All applicants must submit at least three (3) proofs of residency.

Documents must be pre-printed with the name and address of the student's parent or guardian* and must be presented at the time of registration.

These documents also will be required for any change of address.

All applicants must submit **at least one (1)** document **from each** of the following columns:

COLUMN A

- 1 Copy of Deed OR record of most recent mortgage payment
- 2 Copy of Lease OR record of most recent rent payment
- 3 Legal affidavit from landlord affirming tenancy AND record of most recent rent payment
- 4 Copy of title work, closing papers, or paperwork from recorder's office

COLUMN B

An Indiana Driver's License with new address

COLUMN C

Dated within the past sixty (60) days:

- 1 Letter from approved governmental agency or current employer
- 2 Payroll stub
- 3 Bank or credit card statement
- 4 Unemployment check
- 5 Welfare/government assistance check

*Legal guardianship requires additional documentation from a court.

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