

BONA FIDE RESIDENCE

Section I. DEFINITION OF RESIDENCE

Any new student enrolling or entering the school district will be required to verify his/her residence address as a part of the registration process. Students are not legally enrolled until the verification of residence has been completed.

For school attendance purposes, definition of residence is that the student physically resides full time, weekdays/nights, and weekends, at a place of abode located within the limits of the school district. All students shall register at the school they are assigned to attend. The parent or legal guardian shall provide evidence of the residence and the school district administration shall verify bona fide occupancy.

Section II. ENTRANCE REQUIREMENTS

A. INITIAL ENROLLMENT DOCUMENTS (New to the District Students)

The following documents must be submitted to the school district, prior to a student's initial enrollment in JPS:

1. Valid Picture Identification
2. Certified copy of student's birth certificate (long form)
3. Immunization record on Form 121 or Medical Exemption Certificate
4. Completed Online Enrollment Form
5. Cumulative record from student's previous school
6. Proof of Grade Classification i.e., *official report card, official school withdrawal form*
7. Transcripts for students entering grades 10 – 12
8. Two (2) documents, from section II B, that verify residency.

B. PROOF OF RESIDENCY DOCUMENTS

The parent or legal guardian of a student seeking to enroll in a school shall provide the school district with at least two of the items below as verification of their address. The documents must be in the name of the adult enrolling the student. Only one document from each group may be submitted.

Group One:

- Mortgage documents or property deed
- Apartment or home lease
- Filed homestead exemption application form

Group Two:

- Utility bill dated within the last two months or utility deposit receipt (no cellular phone bills)

Group Three:

- Automobile registration or automobile insurance
- Driver's license
- Voter registration card
- DHS documents for benefits
- IRS documents from the most recent tax year
- Any other documentation that will objectively and unequivocally establish that the parent or legal guardian resides within the school district
- Sworn affidavit of residency and/or personal visit by a designated school district official.
- Certified copy of filed petition for guardianship if pending, and final decree when granted.

Any document with a post office box will not be accepted.

If the student has a legal guardian, a copy of the court order appointing the guardian must be provided to the district. If a petition for guardianship has been filed and the decree is pending, you must provide a certified copy of the filed petition for guardianship.

C. Students Living With Adults Other Than Parents or Legal Guardians

The non-parent or non-legal guardian claiming district residency must meet the same criteria as that of parents or legal guardians as stated in Section II A-C.

If a child is living with an adult other than parents or legal guardians, in loco parentis, authority will be recognized to establish residency of the minor in situations that include but are not limited to:

1. Death or serious illness of the child's parent(s) or legal guardian(s);
2. Abandonment of the child;
3. Child abuse or neglect;
4. Unstable family relationships or undesirable conditions in the home of the child's parents or legal guardians having a detrimental effect on the child; or
5. Students enrolled in recognized exchange programs residing with host families.

The district resident must provide the school with an affidavit stating his/her relationship to the student and that the student will be living at his/her abode full-time and provide documentation fully explaining the reason (other than school attendance zone or district preference) for this arrangement. The Board of Trustees, the district, or its designee shall make the necessary factual determination.

Whenever appropriate, the person who has assumed responsibility for the care and custody of the child shall be encouraged to obtain legal guardianship of the child.

D. Homeless Children

When a child is determined to be homeless as defined by the Stewart B. McKinney – Vento Act, 42 USC Sections 1143(1), 11432(e)(4), and 11302(a), the school district shall consider and take the enrollment action that is in the best interest of the child pursuant to 42 USC 11432(e)(3).

Section III: DISTRICT REQUIREMENTS

The requirements as stated in Section II are minimal and the school district reserves the right to require additional documentation and verification at any time. The principal of a school is responsible that only students eligible to attend that school are in fact enrolled and attending.

The school district shall maintain a file, which contains the written instrument identifying the type of documents used to verify each student's residency and copies of any relevant guardianship petition or decree.

Section IV: TRANSFERRED STUDENTS

The provisions of this policy do not apply to students who reside outside the school district, but who have legally transferred into the school district.

Section V: NON-COMPLAINT

Any suspicion of violation of residence requirements will be investigated. Any case which cannot be resolved by the principal will be referred to the superintendent or designee for additional investigation and further action. Students enrolled in a school without proper residence verification and without approved transfer will be withdrawn from the school in which they are illegally enrolled.

SOURCE: Jackson Public School District, Jackson, Mississippi
LEGAL REF.: Miss. Code Ann. §37-15-9, State Board of Education
Policy 6600
DATE: November 27, 1990
AMENDED: June 18, 1990
August 30, 1990
July 27, 2009
August 4, 2016
REVIEWED: January 21, 2020