



# NORTH ANDOVER HIGH SCHOOL

GUIDANCE DEPARTMENT

430 Osgood Street

North Andover, MA 01845

Phone 978.794.2090 Fax-978.794.2097

## NAHS PARENT/GUARDIAN THREE-STEP PROCESS TO REGISTER FRESHMEN ONLY

1. **Go on-line** to register your student on the North Andover Public Schools website at:

[www.northandoverpublicschools.com/resources/student-registration](http://www.northandoverpublicschools.com/resources/student-registration)

2. **Gather the following documents together:**

- A copy of student's birth certificate
- A copy of student's health records including immunizations
- You must establish **Proof of Residency & Occupancy in North Andover - See attached Residency/Occupancy Documentation Checklist for specific requirements.**
- Please note that incoming students from North Andover Middle School or St. Michael School in North Andover are not required to submit a middle school transcript as part of the registration process. **Students from ALL other schools must submit a middle school transcript for placement purposes.** In this case, please complete and return the attached **Records Release Request** form.
- Is the student currently on an IEP or 504 plan? Yes \_\_\_ No \_\_\_**
  - If you answered yes** to the above question, would you like the student to receive similar services at North Andover High School? **Yes \_\_\_ No \_\_\_**
  - If you answered yes** to the above question, **we will need a copy of the IEP or 504 plan, as well as a copy of the neuropsychological testing in support of the plan.**

3. **Once steps 1 and 2 are complete**, contact **Debbie Conti** in the NAHS Guidance Office to arrange a time to come in and complete the registration process. She can be reached by phone at **978-794-2090 x1** or by email at [contid@nak12.com](mailto:contid@nak12.com).

RESIDENCY/OCCUPANCY DOCUMENTATION CHECKLIST		✓
(Copies should be made in advance as these will be kept by the District)		
<b>Parents/ Guardians Photo ID</b>  <b>1</b> document required	Valid MA license or ID, Passport, Military ID or Other government issued photo ID	<input type="checkbox"/>
<b>Evidence of Residency</b>  <b>2</b> documents required  <ul style="list-style-type: none"> <li>• signed affidavit</li> <li>• one item from the list</li> </ul>	Signed <u>affidavit of residency</u>	<input type="checkbox"/>
	<b>One</b> item from the following list: <ul style="list-style-type: none"> <li>• A record of the most recent mortgage payment and/or real estate tax bill</li> <li>• A copy of a real estate settlement statement and a record of the most recent payment</li> <li>• A copy of an executed purchase and sales agreement with a closing date and mortgage statement. The closing date and move in date must be within two weeks of registration</li> <li>• A copy of current lease <b>or</b> a signed and notarized <u>Landlord Living Agreement</u>. The document must include the names of the children and be signed by both parties</li> <li>• A copy of a HUD lease or other public housing lease and a record of the most recent payment. The names of the children must be listed on the lease document and be signed by both parties</li> </ul>	<input type="checkbox"/>        <input type="checkbox"/>     <input type="checkbox"/>     <input type="checkbox"/>     <input type="checkbox"/>
<b>Evidence of Occupancy</b>  <b>2</b> documents required  <ul style="list-style-type: none"> <li>• the two documents <b>cannot</b> be from the same category</li> </ul>	<b>Category 1</b>	
	Copy of gas/oil bill <u>or</u>	<input type="checkbox"/>
	Copy of electric bill <u>or</u>	<input type="checkbox"/>
	Copy of cable bill <u>or</u>	<input type="checkbox"/>
	A statement or service or work order showing the service address and connection date	<input type="checkbox"/>
	<b>Category 2</b>	
	A copy of a homeowner's or rental insurance bill. The bill must be dated within the past 45 days and the name and address must be stated on the bill	<input type="checkbox"/>
	<b>Category 3</b>	
	A copy of an excise tax bill with corresponding car registration	<input type="checkbox"/>
<b>Total documents</b>		<b>5</b>

**NORTH ANDOVER PUBLIC SCHOOLS**  
**AFFIDAVIT OF RESIDENCY UPON ENROLLMENT**

I/we, \_\_\_\_\_ the parent(s) or legal guardian(s) of

\_\_\_\_\_, hereby certify as follows:  
Student's Full Name \_\_\_\_\_

1. I/we wish to enroll the above named student in the Public Schools of North Andover. I/we understand that pursuant to Massachusetts' law and the North Andover School Committee policy, only students who actually reside in the Town of North Andover may attend the Public Schools of North Andover, unless a policy exception applies. I/we hereby acknowledge that no such policy exception applies to the above student.

2. I/we hereby certify that effective as of \_\_\_\_\_, 20\_\_\_\_\_, the above student is/will be residing with me/us at the following address in North Andover, Massachusetts:

Address: \_\_\_\_\_ Apt #: \_\_\_\_\_

Telephone: \_\_\_\_\_

3. I/we further acknowledge that I/we are required to notify the Principal of 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 affidavit will be relied upon by the North Andover Public Schools for the purpose of determining the above student's eligibility to attend the North Andover Public Schools on the basis of residency. If said student is enrolled in the North Andover Public Schools based upon the information contained in this affidavit and it is subsequently determined that the student does not actually reside in North Andover, I/we understand that the student's enrollment in the North Andover Public Schools will be promptly terminated and I/we will be jointly and severally liable to the North Andover Public Schools for the student's tuition for the full academic year.

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

Signed under the pain and penalties of perjury on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_:

\_\_\_\_\_  
Student's Parent

\_\_\_\_\_  
Student's Parent

\_\_\_\_\_  
Student's Legal Guardian

North Andover High School  
430 Osgood Street  
North Andover, MA 01845  
Phone: 978-794-2090  
FAX: 978-794-2097

## RECORDS RELEASE REQUEST

The student listed below has recently enrolled at North Andover High School. Please forward his/her school records as soon as possible.

Name of Student: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Current Grade: \_\_\_\_\_

School Last Attended: \_\_\_\_\_

Address: \_\_\_\_\_

Records to be included:

- SASID Number, if applicable
- Academic Transcripts including grades to date
- Class schedule for next academic year, if applicable
- Test Scores including MCAS results, if applicable
- Health Records
- Discipline and Attendance Records
- Special Education Records, if applicable
- Individual Education Plans
- Evaluations/Assessments

Please forward this information to:

North Andover High School  
Guidance Department  
430 Osgood Street  
North Andover, MA 01845

I authorize the release of the requested information to North Andover High School.

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

## North Andover School Residency Policy

The purpose of this policy is to provide guidance to school administrators, parents and/or legal guardians concerning the admission of students to the North Andover Public Schools.

### **I. RESIDENCY**

In order to attend North Andover Public Schools, a student must actually reside in the Town of North Andover. M.G.L. c. 76, §5. The residence of a minor child is presumed to be the legal, primary residence of the parent(s) or guardian(s) who have physical custody of the child. Because residency can, and does, change for students and their families during the course of the academic year and a student's education life, North Andover Public Schools may continue to verify residency after the commencement of classes.

"Residence" is defined as the primary place where a person dwells permanently, not temporarily, and is the place that is the center of his or her domestic, social and civic life. Physical presence and the intent to remain in the town, at least for a while are the two elements of residence. Temporary residence in the Town of North Andover, solely for the purpose of attending a North Andover public school is not considered residency.

### **II. VERIFICATION OF RESIDENCY**

The North Andover Public Schools reserves the right to request proof of residency when students are initially enrolled. Before any student is assigned or invited to attend a North Andover Public School, his/her parent or legal guardian must provide the following required proof of primary residency to the North Andover Superintendent as a part of their registration process. Applications cannot be processed without these documents. However, if you are homeless this policy does not apply to you and you may speak directly with the Assistant Superintendent regarding your rights to attend the North Andover Public School. The School Committee has adopted a policy regarding the rights of homeless individuals to attend school in accordance with the McKinney-Vento Act.

A photo ID of the parent or guardian and the birth certificate of the student along with the following documents are required for any new student enrollment or to file a change of address.

The Photo ID may be one or the following:

1. A valid Massachusetts Driver's License,
2. A valid Massachusetts ID card,
3. A valid Passport,
4. A Military ID, or
5. Other Government-issued photo ID.

Evidence of Residency must be submitted. An Affidavit of Residency (form attached) must be submitted and one of the following:

1. A record of the most recent mortgage payment and/or real estate tax bill;
2. A copy of a real estate settlement statement and a record of the most recent payment;
3. A copy of an executed purchase and sales agreement with a closing date and mortgage statement. The closing date and move in date must be within two weeks of registration;
4. A copy of current lease or a signed and notarized Landlord Living Agreement. The document must include the names of the children and be signed by both parties; or

5. A copy of a HUD lease or other public housing lease and a record of the most recent payment. The names of the children listed must be listed on the lease document and be signed by both parties.

Evidence of occupancy must also be submitted. Two of the following shall be submitted. The two documents can not be from the same category. Submit documents as described in 1 and 2, or 1 and 3, or 2 and 3.

1. A copy of a gas/oil, electric or cable bill or a statement of service or work order showing the service address and connection date;
2. A copy of a homeowner's or rental insurance bill. The bill must be dated within the past 45 days and the name and address must be stated on the bill; and/or
3. A copy of an excise tax bill with the car registration.

### **III. DETERMINATION OF ELIGIBILITY**

The Superintendent or his/her designee shall determine whether a student is eligible to attend the North Andover Public Schools. In determining whether a student actually resides in North Andover for the purpose of this policy the following factors shall be considered:

1. Whether the student physically occupies dwelling in North Andover regardless of whether such occupancy is based upon ownership, lease or consent of a person legally entitled to occupy the dwelling;
2. With whom the student lives, such as parent, legal guardian, custodial parent after a divorce, relative or other person and the duration of such living arrangement;
3. If a student resides with someone other than his/her parent, legal guardian, or the parent with physical custody after a divorce, the reasons for doing so;
4. The amount of time actually spent by the student in the dwelling in North Andover;
5. Whether the student's physical belongings are stored at the dwelling;
6. Whether mail concerning the student such as mail from doctors, etc. is addressed to the dwelling;
7. Whether the residence is the center of the student's domestic, social, and civic life;
8. Whether the student was included as an occupant of the dwelling for purpose of the Town census;
9. Such other information that the Superintendent or his/her designee may deem relevant to determining where a student actually resides.

### **IV. ENFORCEMENT**

Should a question arise concerning any student's residency in the Town of North Andover while attending the Schools, the student's residency will be subject to further inquiry and/or investigation. Such questions concerning residency may arise on the basis of incomplete, suspicious, or contradictory proofs of address, anonymous tips, correspondence that is returned to the North Andover Public Schools because of an invalid or unknown address, or other grounds.

The Superintendent may request additional documentation, may use the assistance of the North Andover Public Schools Attendance Officer, and/or may obtain the services of police or investigative agency personnel to assist with or conduct investigations into student

residency. The Attendance Officer and/or residency investigator(s) will report his or her findings to the Superintendent, who shall make an initial determination of residency.

Should the Superintendent determine that there is a factual basis for concerns regarding the student's residency, the student and his/her parent or guardian will be given an opportunity to review the facts gathered and provide other documentation in support of their residency.

**V. PENALTY**

Any person who violates or assists in the violation of this policy may be required to remit full restitution to the Town in addition to termination of enrollment and other penalties permitted by law.

Approved December 15, 2016