

Admission and Continued Enrollment of Resident Students

Per RSA 193:12, II, Notwithstanding any other provision of law, no person shall attend school, or send a pupil to the school, in any district of which the pupil is not a legal resident, without the consent of the district or of the school board except as otherwise provided in this section or in RSA 193:28.

All existing and new resident students, accompanied by parent or guardian, should enroll at school and complete all required paperwork before opening day or as soon as possible upon taking up residency within the Conway School District.

Children entering school for the first time must have proof of physical examination, immunization records, a copy of the child's birth certificate and proof of residency satisfactory to the Superintendent or his/her designee. Principals or their designees will meet with new children and parents to explain school programs. Proof of residency must be produced upon enrollment for the following groups of students:

1. All Kindergarten children
2. All new enrollments in the school district, including students who have recently moved into the Conway School District from other communities.
3. Any student whose residency changes throughout the school year shall notify the school within 30 days, even if the change is within the same community.

Parents or Guardians must provide two of the following required documents as proof of residency:

1. Current utility bill or deposit receipt under the name of the child's parent or legal guardian indicating the physical address.
2. Current lease agreement under the name of the child's parent or legal guardian indicating the physical address.
3. Newly issued purchase and sales agreement under the name of the child's parent or legal guardian indicating the physical address.
4. Most recent property tax bill under the name of the child's parent or legal guardian indicating the physical address.

In the unusual case that these are not available, a signed and notarized statement of residence must be submitted and further proof of residency may be required.

Parents must also provide the school district with a copy of a current parenting plan or other court documentation consistent with RSA 193:12, II(a)(2)(A).

All custodial parents/legal guardians will be required to submit an annual residency attestation attached to this policy.

The Conway School Board considers illegal attendance by non-residents to be theft of services from the Conway School District and directs the Superintendent to inform the appropriate Law Enforcement Agency. If residency is in question, the District reserves the right to further review and investigate the residency of a student. The school district shall comply with RSA 110-D with respect to military children.

Legal Reference:

RSA 193:1, Duty of parent, Compulsory Attendance by Pupil

RSA 193:12,II, Legal Residence Required

RSA 110-D, Interstate Compact on Educational Opportunities for Military Children

Adopted by the Conway School Board – December 8, 2008

Reviewed with no change – February 8, 2016

Reviewed with no change – September 7, 2021

Revisions Adopted - September 23, 2024

Annual Residency Verification Attestation

Residency shall be verified annually in accordance with Conway School Board policy JFAA.

Notice: In order to enroll your child in Pine Tree Primary School, Conway Intermediate School, Kennett Middle School, and/or Kennett High School, you must provide two of the required proof of residency documents outlined in policy JFAA.

I, _____ (Custodial Parent/Legal Guardian name),
certify that I am the custodial parent/legal guardian of
_____ (student's name) in grade _____, and
that I continue to have established, permanent residence at
_____ (physical address). I
further certify that the above mentioned student resides with me at this address.

I understand that I may not have my child or ward enrolled at Pine Tree Primary School, Conway Intermediate School, Kennett Middle School, and/or Kennett High School at any time unless I, as a custodial parent/legal guardian, am maintaining a bona fide residence within Conway or in one of the sending towns under current tuition agreements (Grades K-12: Eaton, Albany only; Grades 7-12: Madison, Freedom only; Grades 9-12: Bartlett, Jackson, Tamworth only).

I agree to notify my student's building principal should my child or ward and I move from the aforementioned address within 30 days.

Any effort on my part to illegally have my child or ward enrolled in Pine Tree Primary School, Conway Intermediate School, Kennett Middle School, and/or Kennett High School in violation of the residency requirements can result in criminal prosecution for theft of services from the Conway School District under New Hampshire state statutes, and for a violation of any other criminal statutes and consequences that may apply.

I also understand that in addition to the aforementioned criminal sanctions, I am also responsible for repayment of tuition for any time that my child or ward is illegally enrolled in any of the Conway Schools. Tuition rates will be charged at a rate set by the Conway School Board.

Signature of Custodial Parent/Legal Guardian:

_____ **Date:** _____