

## **Students**

### **Admission/Placement/Registration**

#### **Admission**

CREC schools are open to all students who meet the age requirements of the individual school. Admission at CREC Magnet Schools is by lottery. All children entering CREC schools must be of legal age, as defined by state statute.

Each child shall have, and shall be so advised by the appropriate school authorities, an equal opportunity to participate in the program and activities of the school system without discrimination on account of race, color, sex, gender identity or expression, religion, national origin or sexual orientation, and no child shall be barred from enrolling on the basis of the child's or the parent/guardian's citizenship or immigration status.

Each child entering the CREC schools for the first time must present a birth certificate or offer legal evidence of birth data, as well as proof of a recent physical examination and required immunizations.

Children who have voluntarily terminated enrollment in the CREC schools may be denied readmission subject to the rules of the lottery.

#### **Placement**

Children who are accepted in CREC schools by transfer from nonpublic schools or attend public schools outside of CREC will be placed at the grade they would have reached in their former school, pending observation and evaluation by classroom teachers, guidance personnel, and the school Principal.

#### **Registration**

Students who are admitted to CREC magnet schools must verify their residence at the time of registration. CREC requires the same documentation for purposes of verifying residence of CREC magnet school students that such students' local district requires for students who attend its local schools.

With the local district's permission, CREC will conduct the residency verification at the time of registration, and/or any annual or periodic residency verification, and forward the documentation to the student's local district. The CREC Residency Officer shall be responsible for the residency verification process.

(cf. 5112 - Ages of Attendance)  
(cf. 5141 - Student Health Services)

(cf. 6171 - Special Education)  
(cf. 6146 - Graduation Requirements)

Legal Reference: Connecticut General Statutes

10-15c Discrimination in public schools prohibited. School attendance by five-year olds, as amended by P.A. 97-247

10-184 Duties of parents (re mandatory schooling for children ages five to sixteen, inclusive) - as amended by PA 98-243.

10-186 Duties of local and regional boards of education re school attendance. Hearings. Appeals to state board. Establishment of hearing board

10-204a Required immunizations

Policy adopted: June 18, 2003  
Revised: May 15, 2019

CAPITOL REGION EDUCATION COUNCIL  
Hartford, Connecticut

## **Students**

### **Admission/Placement/Registration**

#### **Residency**

At the time of registration, students shall be advised that they must verify residence in their local district. CREC will require the same documentation that the local district requires of students who are enrolled in its local schools.

With the local district's permission, the CREC Residency Officer will conduct the residency verification and forward the documentation to the local district. Only documentation which is useful in establishing town of residency, and which will not have the effect of discouraging immigrant children, documented or undocumented, from enrolling, will be required. Examples of documents that may be used to establish residency include:

- A current apartment or home lease agreement, a mortgage document, property tax record, rent receipt, or home-owners insurance policy.
- A current utility bill (electric, gas, water), cable, home or cell phone bill, insurance correspondence.
- Current proof of government benefits (disability, Medicare, Supplemental Assistance Nutrition Program, SNAP) or other government correspondence showing an address.
- A current Connecticut driver's license, automobile registration, automobile insurance card.
- If the parent and student live with someone else, an Affidavit of Residence from a parent, guardian or from the person with whom the student resides, signed before a notary or commissioner of the superior court.
- For children of members of the armed forces and who are not yet residents of the local district, the military orders directing such member of the armed forces to the state or any other documents from the armed forces indicating the transfer of such member to the state.

With the local district's permission, the CREC Residency Officer will conduct any required annual or periodic verification of the student's residence, and forward the documentation to the local district.

Students whose residence changes in the middle of a school year must provide proof of the new residence to CREC, and to the CREC school they attend, so that bus transportation arrangements may be made.

If a CREC school receives notice of a change of residence from a student it shall collect the necessary documentation, reflect the change in the student's record, and inform the CREC Residency Officer.

**Homeless Students**

No homeless child or youth will be denied enrollment based on lack of proof of residency. Enrollment of homeless students shall be governed by policy and regulation 5118.1.

**Age**

Each student entering a CREC school for the first time must provide proof of age. Ordinarily, a birth certificate will be the most common means of proving a student's age. However, a student shall not be barred from enrolling because the student's family cannot produce a birth certificate. Other documents that may be accepted as proof of a student's age include:

- Photocopy of a birth certificate
- Earlier school records
- State-issued identification document
- Driver's license, passport, etc.
- Parent's affidavit or unsworn statement as to a student's age
- Physician's certificate verifying a student's age
- Immunization records

Regulation issued: April 17, 2019  
Revised: November 17, 2021

CAPITOL REGION EDUCATION COUNCIL  
Hartford, Connecticut