

**Board Policy Manual**  
**Santa Rosa City Schools**

**Policy 5111.1: District Residency**

**Status:**  
ADOPTED

**Original Adopted Date:** 01/10/2019 | **Last Reviewed Date:** 01/10/2019

The Board of Education desires to admit all students who reside within district boundaries or who fulfill the district residency requirements through other means as allowed by law. The Superintendent or designee shall develop procedures to facilitate the receipt and verification of students' proof of residency.¶

The Superintendent or designee shall annually notify parents/guardians of all existing attendance options available in the district, including, but not limited to, all options for meeting residency requirements for school attendance.▪ (Education Code 48980)

All communications, forms, and notices regarding residency verification and enrollment shall be provided in the primary languages spoken by 15% or more of district families. Translation services shall be made available during the residency verification and appeal processes for families who speak languages other than English.¶

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The Superintendent or designee shall require parents/guardians to provide documentation of the student's residency upon admission to a district school. A copy of the document or written statement offered as verification of residency shall be maintained in the student's mandatory permanent record.▪ (5 CCR 432)¶

When establishing students' residency for enrollment purposes, the Superintendent or designee shall not inquire into the citizenship or immigration status of students or their family members.¶

The district recognizes that families have diverse living situations. Alternative documentation may be accepted when standard proof of residency cannot be provided due to unique housing circumstances. These alternatives may include:

1. Affidavits from landlords or hosts for families in shared housing situations
2. Declarations from social service agencies
3. Documentation of transitional living arrangements
4. Temporary housing agreements
5. Other evidence indicating physical presence in the district

The Superintendent or designee shall develop procedures for accepting and verifying these alternative forms of documentation.

A student's enrollment may be denied when the submitted documentation is insufficient to establish district residency. In any such case, the Superintendent or designee shall notify the parent/guardian in writing, including specific reasons for the denial.¶

### **Investigation of Residency¶**

When the Superintendent or designee reasonably believes that a student's parent/guardian has provided false or unreliable evidence of residency, they may make reasonable efforts to determine that the student meets district residency requirements. An investigation may be initiated when the Superintendent or designee is able to identify specific, articulable facts supporting the belief that the parent/guardian has provided false or unreliable evidence of residency.▪ (Education Code 48204.1, 48204.2)¶

The Superintendent or designee may assign a trained district employee to conduct the investigation. The investigation may include the examination of records, including public records, and/or interviews of persons who may have knowledge of the student's residency.¶

If necessary, the Superintendent or designee may employ the services of a private investigator to conduct the investigation. Before hiring a private investigator, the Superintendent or designee shall make other reasonable efforts to determine whether the student resides in the district.▪ (Education Code 48204.2)¶

The investigation shall not include the surreptitious collection of photographic or videographic images of persons or places subject to the investigation. However, the use of technology is not prohibited if done in open and public view. (Education Code 48204.2)

Any employee or contractor engaged in the investigation shall truthfully identify himself/herself as an investigator to individuals contacted or interviewed during the course of the investigation. (Education Code 48204.2)

### Appeal of Enrollment Denial

If the Superintendent or designee, upon investigation, determines that a student does not meet district residency requirements and denies the student's enrollment in the district, they shall provide the student's parent/guardian an opportunity to appeal that determination. (Education Code 48204.2)

The Superintendent or designee shall send the student's parent/guardian written notice specifying the basis for the district's determination. This notice shall also inform the parent/guardian that they may, within 10 school days, appeal the decision and provide new evidence of residency.

The written notice of appeal rights shall clearly explain:

1. The specific process for submitting an appeal, including forms, contact information, and submission options
2. The types of additional evidence that may be considered
3. The timeline for each step of the appeal process
4. Whether an in-person or virtual meeting with the decision-maker will be offered
5. The availability of language assistance and other accommodations
6. Community resources that may assist with the appeal process

The burden shall be on the parent/guardian to show why the district's determination to deny enrollment should be overruled. (Education Code 48204.2)¶¶

A student who is currently enrolled in the district shall be allowed to remain in attendance at their school pending the results of the appeal. A student who is not currently enrolled in the district shall not be permitted to attend any district school unless their appeal is successful.¶¶

**OPTION 1:** In an appeal to the Superintendent of a determination that district residency requirements were not met, the Superintendent shall review any evidence provided by the parent/guardian or obtained during the district's investigation and shall make a decision within 10 school days of receipt of the parent/guardian's request for the appeal. ~~The Superintendent's decision shall be final.~~¶¶

**OPTION 1 ENDS HERE**

**OPTION 2:** In an appeal of the Superintendent's determination that district residency requirements were not met, the Board shall review any evidence provided by the parent/guardian or obtained during the district's investigation and shall make a decision at its next regularly scheduled meeting following the parent/guardian's request for the appeal. The Board's decision shall be final.

**OPTION 2 ENDS HERE**

### **Enrollment Not Requiring District Residency**¶¶

When approved by the Board and the appropriate agency, the district may enroll students from other countries who are in the United States on an F-1 visa or are participating in an international exchange program under the sponsorship of a government-approved agency.¶¶

The district may enroll a nonresident student living in an adjoining state or foreign country in accordance with Education Code 48050-48052.¶

District residency is not required for enrollment in a regional occupational center or program if there are openings in the program or class. (Education Code 52317)

### **Special Residency Circumstances**

Consistent with state and federal law, the district shall immediately enroll the following students even when they lack standard proof of residency:

1. Students who qualify as homeless under the McKinney-Vento Homeless Assistance Act (42 USC 11431-11435)
2. Foster youth (Education Code 48853.5)
3. Children of military families (Education Code 48204.3)
4. Migrant students (Education Code 54441)

These students shall not be subject to standard residency verification requirements and shall be immediately enrolled upon registration. The district shall coordinate with appropriate agencies and liaisons to verify eligibility for these provisions when necessary.

### **Monitoring and Review**

The Superintendent or designee shall collect data annually, and provide to the Governing Board, on residency verification processes, investigations, and appeals, including:

1. Number of enrollment denials based on residency determination
2. Number of appeals and their outcomes
3. Demographics of families subject to investigation or denied enrollment
4. Time required to resolve appeals

This data shall be reviewed annually to identify any patterns of disproportionate impact on specific student populations. The Superintendent shall report this information to the Board and recommend policy adjustments if needed to ensure equitable implementation."

Policy Reference Disclaimer:

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

<b>State</b>	<b>Description</b>
5 CCR 432	<a href="#">Student records</a>
Ed. Code 220	<a href="#">Prohibition of discrimination</a>
Ed. Code 234.7	<a href="#">Student protections relating to immigration and citizenship status</a>
Ed. Code 35160.5	<a href="#">Intradistrict open enrollment</a>
Ed. Code 35351	<a href="#">Assignment of students to particular schools</a>
Ed. Code 46600-46611	Interdistrict attendance permits
Ed. Code 48050-48054	<a href="#">Nonresidents</a>
Ed. Code 48200-48208	<a href="#">Compulsory education law</a>
Ed. Code 48204	<a href="#">Residency requirements</a>
Ed. Code 48204.1-48204.4	<a href="#">Evidence of residency</a>
Ed. Code 48300-48317	<a href="#">Student attendance alternatives; school district of choice program</a>
Ed. Code 48350-48361	<a href="#">Open Enrollment Act</a>
Ed. Code 48645.5	<a href="#">Former juvenile court school students; enrollment</a>

Ed. Code 48852.7 [Education of homeless students; immediate enrollment](#)

Ed. Code 48853.5 [Education of foster youth; immediate enrollment](#)

Ed. Code 48980 [Parent/Guardian notifications](#)

Ed. Code 52317 [Regional occupational program; admission of persons including nonresidents](#)

Fam. Code 6550-6552 [Caregivers](#)

Gov. Code 6205-6210 [Confidentiality of addresses for victims of domestic violence, sexual assault, stalking, human trafficking, child abduction, and elder or dependent adult abuse](#)

## **Federal**

## **Description**

42 USC 11431-11435

McKinney-Vento Homeless Assistance Act

8 USC 1229c

[Immigration and Nationality Act](#)

## **Management Resources**

## **Description**

CA Office of the Attorney General  
Publication

[Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's K-12 Schools in Responding to Immigration Issues, December 2024](#)

Court Decision

Katz v. Los Gatos-Saratoga Joint Union High School District (2004) 117 Cal.App.4th 47

Court Decision

Plyler v. Doe (1982) 457 U.S. 202

CSBA Publication

Legal Guidance Regarding International Student Exchange Placement Organizations, April 2014

CSBA Publication	Legal Guidance on Providing All Children Equal Access to Education, Regardless of Immigration Status, February 2017
U.S. DOJ & DOE Civil Rights Joint Publication	Information on the Rights of All Children to Enroll in School: Questions and Answers for States, School Districts and Parents, May 8, 2014
U.S. DOJ & DOE Civil Rights Joint Publication	Fact Sheet: Information on the Rights of All Children to Enroll in School, May 8, 2014
U.S. DOJ & DOE Civil Rights Joint Publication	Dear Colleague Letter: School Enrollment Procedures, May 8, 2014
Website	<a href="#">CSBA District and County Office of Education Legal Services</a>
Website	<a href="#">California Secretary of State, Safe at Home Program</a>
Website	<a href="#">U.S. Department of Justice</a>
Website	<a href="#">California Office of the Attorney General</a>
Website	<a href="#">California Department of Education</a>
Website	<a href="#">CSBA</a>
Website	<a href="#">U.S. Department of Education, Office for Civil Rights</a>

## Cross References

**Code **

**Description **

<del>3260</del>	<del><a href="#">Fees And Charges</a></del>
3260	<a href="#">Fees And Charges</a>
<del>3580</del>	<del><a href="#">District Records</a></del>
3580	<a href="#">District Records</a>
<del>5021</del>	<del><a href="#">Noncustodial Parents</a></del>
<del>5111</del>	<del><a href="#">Admission</a></del>
5111	<a href="#">Admission</a>
<del>5111.2</del>	<del><a href="#">Nonresident Foreign Students</a></del>
<del>5112.2</del>	<del><a href="#">Exclusions From Attendance</a></del>
<del>5116</del>	<del><a href="#">School Attendance Boundaries</a></del>
<del>5116.1</del>	<del><a href="#">Intradistrict Open Enrollment</a></del>
5116.1	<a href="#">Intradistrict Open Enrollment</a>
<del>5117</del>	<del><a href="#">Interdistrict Attendance</a></del>
5117	<a href="#">Interdistrict Attendance</a>
<del>5125</del>	<del><a href="#">Student Records</a></del>
5125	<a href="#">Student Records</a>

<del>5141</del>	<del><a href="#">Health Care And Emergencies</a></del>
<del>5141</del>	<del><a href="#">Health Care And Emergencies</a></del>
<del>5145.12</del>	<del><a href="#">Search And Seizure</a></del>
<del>5145.12</del>	<del><a href="#">Search And Seizure</a></del>
<del>5145.13</del>	<del><a href="#">Response To Immigration Enforcement</a></del>
<del>5145.13</del>	<del><a href="#">Response To Immigration Enforcement</a></del>
<del>5145.6</del>	<del><a href="#">Parent/Guardian Notifications</a></del>
<del>5145.6 - E PDF(1)</del>	<del><a href="#">Parent/Guardian Notifications</a></del>
<del>5145.6 - E PDF(2)</del>	<del><a href="#">Parent/Guardian Notifications</a></del>
<del>5148</del>	<del><a href="#">Child Care And Development</a></del>
<del>5148</del>	<del><a href="#">Child Care And Development</a></del>
<del>6145.2</del>	<del><a href="#">Athletic Competition</a></del>
<del>6145.2</del>	<del><a href="#">Athletic Competition</a></del>
<del>6158</del>	<del><a href="#">Independent Study</a></del>
<del>6158</del>	<del><a href="#">Independent Study</a></del>
<del>6170.1</del>	<del><a href="#">Transitional Kindergarten</a></del>

<del>6173</del>	<del><a href="#">Education For Homeless Children</a></del>
<del>6173</del>	<del><a href="#">Education For Homeless Children</a></del>
<del>6173-E-PDF(1)</del>	<del><a href="#">Education For Homeless Children</a></del>
<del>6173.1</del>	<del><a href="#">Education For Foster Youth</a></del>
<del>6173.2</del>	<del><a href="#">Education Of Children Of Military Families</a></del>
<del>6173.2</del>	<del><a href="#">Education Of Children Of Military Families</a></del>
<del>6173.3</del>	<del><a href="#">Education For Juvenile Court School Students</a></del>
<del>6175</del>	<del><a href="#">Migrant Education Program</a></del>
<del>6175</del>	<del><a href="#">Migrant Education Program</a></del>
<del>6183</del>	<del><a href="#">Home And Hospital Instruction</a></del>
<del>6183</del>	<del><a href="#">Home And Hospital Instruction</a></del>
<del>7160</del>	<del><a href="#">Charter School Facilities</a></del>
<del>7160</del>	<del><a href="#">Charter School Facilities</a></del>

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5111	<a href="#"><u>Admission</u></a>
5111	<a href="#"><u>Admission</u></a>
5111.2	<a href="#"><u>Nonresident Foreign Students</u></a>
5112.2	<a href="#"><u>Exclusions From Attendance</u></a>
5116	<a href="#"><u>School Attendance Boundaries</u></a>
5116.1	<a href="#"><u>Intradistrict Open Enrollment</u></a>
5116.1	<a href="#"><u>Intradistrict Open Enrollment</u></a>
5117	<a href="#"><u>Interdistrict Attendance</u></a>
5117	<a href="#"><u>Interdistrict Attendance</u></a>
5119	<a href="#"><u>Students Expelled From Other Districts</u></a>
5125	<a href="#"><u>Student Records</u></a>
5125	<a href="#"><u>Student Records</u></a>

5141	<a href="#"><u>Health Care And Emergencies</u></a>
5141	<a href="#"><u>Health Care And Emergencies</u></a>
5145.12	<a href="#"><u>Search And Seizure</u></a>
5145.12	<a href="#"><u>Search And Seizure</u></a>
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