

Hamburg Central School District Residency Procedure

Student Name: _____

Registered Address:

Student ID Number: _____

Number/Street: _____

Town: _____

School: _____

Suspected Address:

Number/Street: _____

Grade: _____

Town: _____

Date: _____ Concerns arise over residency of student (s)
Notes: _____

Date: _____ Steps to take when investigating:
 *Collaborate with other staff members
 *Talk with Bus Company
 *Talk with student (if appropriate)
 *Talk with parents
 *Home Visit
 *Special permission granted from Superintendent?

Date: _____ Folder sent to Pupil Services containing:
 *Residency Procedure sheet
 (complete and signed by building administrator)
 *Documentation of the investigation

Date: _____ Initial letter sent by Pupil Services

Date: _____ Further investigation based on response to initial letter
 (Include building if necessary)

Investigation Concludes:

<input type="checkbox"/> Date: _____ Student(s) lives in-district	<input type="checkbox"/> Date: _____ Student(s) does not live in-district
<input type="checkbox"/> Date: _____ Second letter sent by Pupil Services (cc: building administrator)	<input type="checkbox"/> Date: _____ Second letter sent by Pupil Services (cc: building administrator)
<input type="checkbox"/> Date: _____ Process Complete	<input type="checkbox"/> Date: _____ Process Complete

Building Administrator Signature

Date Folder Sent to Pupil Services

Assistant Superintendent Signature

Date Folder was Received