

**SCOTLAND BOARD OF EDUCATION****Board Policy****Students****Tuition payments during establishment of residence**

The Scotland Board of Education is aware of and wishes to be sensitive to the concerns a family may have in transferring its child(ren) to a new school, as the family relocates from one community to another. The Scotland Board of Education is also aware of and wishes to be sensitive to the various situations which may prevent a family from taking occupancy of a residence in Scotland, in a timely manner, whether through home ownership, rent, or lease of a property.

However, the Scotland Board of Education is also aware of its responsibility to ensure that only legal residents of the Town of Scotland are permitted to have their child(ren) attend the Scotland Elementary School or the various secondary institutions available to residents of the Town of Scotland.

Therefore, in those cases that involve a family relocating to the town of Scotland whose legal residence in Scotland is delayed for whatever reason, the following procedure will be followed:

1. The parent(s)/guardian(s) of the child(ren) intended for enrollment in the Scotland Elementary School will meet with the Superintendent of Schools for the purpose of enrollment of their child(ren). At the meeting the Superintendent of Schools, will inform the parent(s)/guardian(s) that it is their obligation to pay the daily tuition rate, established by the Board of Education, for each child, from the child's first day of attendance, until such time as they are able to establish permanent residence in the Town of Scotland.
2. The parent(s)/guardian(s) of the child(ren) to be enrolled will be informed that in order to establish legal residence in the Town of Scotland they must provide the school district with two (2) forms of identification with the address of the new residence (utility bills, bank statements, etc.); drivers licenses of both parents/guardians, with the address of the new residence; motor vehicle registration(s) which stipulates the Town of Scotland as the taxing authority; and, in the situation involving new or renovated construction, a certificate of occupancy from the Town of Scotland's building inspector.