

## RESIDENCY PROCEDURE- STRATTON SCHOOL DISTRICT

**1. Parents/Guardians follow Stratton Board Policy F13: Verification of Student Residency**

Stratton Town Office  
Address: 9 West Jamaica Road  
Stratton, Vermont 05360  
Phone: 1-802-896-6184  
or 1-800-286-6187  
Fax:1-802-896-6630  
Office Hours: Monday - Thursday 9am to 3pm

**2. Parents/Guardians complete Affidavit Concerning Pupil Residency**

**3. Application is checked for completeness**

**4. Correspondence is sent to Parents/Guardians with incomplete applications**

**5. Applications forwarded to Superintendent, who acts in Stratton School Official role to determine residency of applicant.**

**6. Superintendent informs applicant of Residency determination**

- a. Parent/Guardian is provided a written document that explains the procedure for challenging the Superintendent's determination by making an appeal to the Stratton School Board.
- b. Parent/Guardian is provided a written document that explains the right to seek intervention for the Vermont Agency of Education to obtain a temporary order.

**7. If Parent/Guardian appeals to the Board, the Board will convene a hearing.**

- a. A School District representative will present the case for determining non-residency.
- b. The Parent/Guardian must present information to the Board to support the claim of residency.
- c. The Board will act as fact finder and make a determination based on the information provided.
- d. The Board's decision may be appealed to the Vermont Agency of Education for final determination.