



LINCOLN PUBLIC SCHOOLS
Lincoln, Massachusetts

DRAFT
ADMISSION OF TEMPORARY STUDENTS

This policy is not intended to cover students enrolled in foreign student exchange programs.

The School Committee may, at its discretion, admit students who temporarily reside in Lincoln for the purposes of obtaining an education and will charge tuition for the period of attendance. However, nothing in this policy shall be construed as obligating the Superintendent to accept students who temporarily reside in Lincoln for the purposes of obtaining an education.

A student who temporarily resides in Lincoln with someone other than his/her parent(s) or legal guardian, or a student and their family who temporarily reside with a Lincoln resident for the purpose of attending the Lincoln Public Schools for a short period of time, shall only be admitted to the schools upon the approval of the School Committee and upon the payment of tuition computed at the average expense per pupil, pro-rated for the period of attendance. A student shall be considered temporary if they are residing in Lincoln and attending Lincoln Public Schools for six weeks or less.

The School Committee requires that Lincoln residents obtain a Caregiver Affidavit for any child temporarily residing in their home without their parent(s) or legal guardian. All students must be registered according to the registration requirements of the district as outlined in Policy JFA – School Admissions.

Nothing in this policy shall obligate the School Committee to admit foreign students who reside in Lincoln on a temporary basis. The Lincoln resident with whom the foreign student will live shall be responsible for all immigration and sponsorship matters, and shall register the student and arrange for the payment of tuition, when required.

Factors to be considered by the School Committee when acting on any request to allow a temporary student to attend Lincoln schools shall include:

- The required and completed caregiver documentation (M.G.L. c. 201F, Caregiver Authorization Affidavits)
- Relationship of the student to the requesting family
- The impact of admitting an additional student on the School's budget and on class size, number of sections, and other school services
- Full disclosure by the requesting family of any special needs, learning challenges, English fluency, etc.
- The completed Agreement Letter between the host family, the student and the Superintendent is signed and in place prior to attending school

Such requests shall be made three (3) months prior to attendance with a written letter to the Superintendent *or* School Committee including the start date, duration of attendance,

grade, level of English proficiency and relationship to the requesting family. The School Committee has the authority to waive the tuition payment on a case-by-case basis.

Failure by a student and/or parent/guardian to provide evidence or explanations as requested by the school administration to implement this policy and failure to promptly pay any tuition due shall result in the student being ineligible to attend the Lincoln Public Schools.

Ref: Policy JFA – School Admissions
Agreement Letter For Temporary Student

Draft Agreement Letter – to be modified by the Administration/Teaching Staff
DRAFT T.Mitchell 10.3.19

Dear Requesting Family,

Based on your request, the Lincoln Public Schools are anticipating ___(Name of Student)___ to be joining the X grade from XXX to XXX. This is considered a temporary student arrangement in an effort to broaden cultural awareness on the part of the temporary student and those they will be interacting with over their time in Lincoln. Due to the temporary nature of this visit, the visiting student's transcripts will not be expected and upon completion of the visit, the Lincoln Public Schools is not obliged to provide a report card or transcript.

Additionally, the following expectations must be agreed upon prior to ___(Name of Student)___'s arrival at the Lincoln Schools.

Requesting Family:

- Provide proof of Care Giver Affidavit for the entire duration of student's visit
- Complete standard registration process including all medical releases
- Provide written documentation of any special needs or learning challenges
- Provide accurate assessment of English language proficiency
- Request a temporary Bus Pass, if needed, and pay pro-rated fee
- Pay pro-rated tuition cost unless waived by the School Committee
- Understand that the expectations of the temporary student are the same as a permanent resident student

Temporary/Visiting Student:

- Provide evidence of English and math proficiency for placement purposes
- Be prepared to participate in all classes in the assigned grade
- Participate in classroom discussions and activities when possible
- Complete assigned work to the best of your ability
- Allow other students to focus on longer-term assignments without distractions

Lincoln Staff:

- Administer English and Math proficiency evaluations (prior to arrival if possible)
- Provide materials necessary for the student to fully participate in class
- Communicate with the Requesting Family to help support the student through the transition to the Lincoln Public Schools
- Uphold district/classroom expectations equal to those of a permanent resident (attendance, discipline, classroom expectations, etc.)

Please sign and return this agreement letter to the Office of the Superintendent prior to the start of the temporary arrangement.



LINCOLN PUBLIC SCHOOLS
Lincoln, Massachusetts

SCHOOL ADMISSIONS

In order to attend the Lincoln Public Schools, a student must reside in the Town of Lincoln or be admitted under School Committee policies relating to non-resident students.

The residence or domicile of the parent is the residence of the child. In cases where the parents are separated, the residence of the child is where the primary residence of the parents or legal guardians who have physical custody of the child reside. Proof of residence or legal guardianship or custody agreements may be required by the school administration.

Every student seeking admission to the Lincoln Public Schools for the first time must present a birth certificate or equivalent proof of age acceptable to the Principal and proof of vaccination and immunizations as required by the state and the School Committee. The Principal will determine the placement procedures for six-year-olds transferring from another school whose birthdays occur prior to October 1.

The residency requirements described above shall not apply to the following:

1. students who are entitled to attend the Lincoln Public Schools under the McKinney-Vento Homeless Assistance Act;
2. students who are entitled to attend the Lincoln Public Schools due to their eligibility as students in foster care (as stated in Policy JFABF, Education Opportunities for Children in Foster Care);
3. children of non-resident employees of the Lincoln Public Schools who meet the criteria established by School Committee Policy JFAB;
4. students whose parents divorce and share physical custody, provided one parent remains a resident of Lincoln and the student resides 50 percent or more of the time with the parent who resides in Lincoln; or
5. METCO students from Boston who meet the criteria outlined by School Committee Policy JFABC, Admission of Inter-district Transfer Students (Enrollment of METCO Students).

Legal Reference: Ch. 15, § 1G; Ch. 76 §§ 1 & 15, McKinney-Vento Homeless Assistance Act of 2002

Every Student Succeeds Act (ESSA), 2015

Cross Reference: JEB (Entrance Age); JFAA (Admission of Resident Students); JFAB (Admission of Non-Resident Students), JFABC (Admission of Inter-district Transfer Students (Enrollment of METCO Students)); JFABF (Education Opportunities for Children in Foster Care); and JFABD (Homeless Students: Rights and Services)

Revised at School Committee Meeting of May 6, 1985
Revised at School Committee Meeting of April 26, 2018
Revised at School Committee Meeting of March 14, 2019



LINCOLN PUBLIC SCHOOLS
Lincoln, Massachusetts

ADMISSION OF RESIDENT STUDENTS

General Policy

The general intention of this policy is to safeguard the rights of children who reside in Lincoln or on Hanscom Air Force Base to attend the Lincoln Public Schools. This policy is also intended to establish guidelines for those limited exceptions in which non-resident students may be admitted to the Schools.

Eligibility for enrollment in the Lincoln Public Schools is governed by Mass. General Laws, Chapter 76. Exceptions are provided by collective bargaining agreement, the School Choice Law, the METCO program, and in the circumstances described below. Please refer to Policy JFA, School Admissions; Policy JFABF, Educational Opportunities for Children in Foster Care; and Policy JFABD, Homeless Students: Enrollments Rights and Services.

"Residency" for students seeking to attend school on the Lincoln campus is defined as living and sleeping in a domicile in Lincoln at least 50% of each week or more. "Residency" for students seeking to attend school on the Hanscom campus is defined as living and sleeping on Hanscom Air Force Base as the legal dependent of a member of the Armed Services assigned to and living in military family housing on Hanscom AFB.

Potential Waiver When Residency is in Transition

For students whose residency is in transition, the following exceptions to the general policy may apply, with prior written approval from the Superintendent of Schools:

1. Pending Purchase of Dwelling - The children of families who have a signed and accepted Purchase and Sale Agreement to purchase and reside in a dwelling in the Town of Lincoln may be enrolled up to 30 calendar days in advance of the time actual physical residence occurs. If actual residence occurs later than 30 days after enrollment, students may be asked to leave the Schools until actual residency occurs.
2. Construction of New Dwelling - Children of families which are building a primary residence in Lincoln may enroll in the Schools at the beginning of the school year if they have obtained a certificate of occupancy from the Town.
3. Residence in Rental Properties - Children of families who plan to rent a primary residence in Lincoln may enroll in the Lincoln Public Schools 30 days prior to taking possession of the rental property, as evidenced by a signed lease and evidence of financial commitment.
4. Brief Residence Outside the Town - Lincoln Schools students whose families must briefly live outside the Town because they are (a) moving from one Lincoln residence to another, or (b) renovating a current Lincoln residence, may continue to attend the

- Lincoln Public Schools. Evidence of the intention and ability to resume residency in Lincoln within 90 days may be required.
5. Temporary Housing at Hanscom - Students whose parents are placed in temporary housing on Base shall be educated at the Hanscom Campus schools for the duration of their residency in temporary housing.
 6. Completion of School Year - Lincoln Public School students attending in-district schools who cease to reside in Town or on Base after March 15 of a school year may complete that school year in Lincoln. Thereafter, they will be expected to be educated in the community where they reside.

Ref: Policy JFA, School Admissions; Policy JFABF, Educational Opportunities for Children in Foster Care; and Policy JFABD, Homeless Students: Enrollment Rights and Services

Adopted by the Lincoln School Committee, June 17, 1998
Revised September 28, 1998
Revised March 20, 2003
Revised at School Committee Meeting of April 26, 2018
Revised at School Committee Meeting of March 14, 2019