

STUDENTS**Administrative Procedure - Challenging a Student's Residence Status**

Actor	Action
Superintendent or Designee	On behalf of the School Board, notifies the person who enrolled a student of the tuition amount due to the District for the non-resident student's attendance. The notice shall be sent by certified mail, return receipt requested.
Person Enrolling the Student	<p>Within 10 days after receipt of the notice, may request a hearing to review the determination that tuition is due. The request shall be sent certified mail, return receipt requested, to the Superintendent.</p> <p>If a hearing is requested to review the Board's decision: May request that the student continue attendance at the District's schools pending the Board's final decision. Such attendance shall not relieve the person who enrolled the student of the obligation to pay the tuition for that attendance if the Board decides the student is a non-resident who must pay tuition.</p>
Superintendent or Designee	On behalf of the Board and within 10 days after receiving the hearing request, shall notify the person requesting the hearing of its time and place; the notification shall be sent by certified mail, return receipt requested. The hearing shall be held not less than 10 nor more than 20 days after this hearing notice is given.
School Board or Hearing Officer Designated by the Board	<p>Conducts the hearing. At the hearing: (1) the Board and the person who enrolled the student may use representatives of their choice, and (2) the person who enrolled the student has the burden of going forward with the evidence concerning the student's residency.</p> <p>If the hearing is conducted by a hearing officer: Within 5 days after the hearing's conclusion, sends a written report of his or her findings to the Board and to the person who enrolled the student. The report shall be sent by certified mail, return receipt requested.</p>
Person Who Enrolled the Student	If the hearing is conducted by a hearing officer: Within 5 days after receiving the hearing officer's findings, may file written objections to the findings with the Board. The objections shall be sent by certified mail, return receipt requested, addressed to the Superintendent.

Actor	Action
School Board	<p>Whether the hearing is conducted by the Board or a hearing officer: Within 15 days after the hearing's conclusion, decides whether or not the student is a resident of the District and the amount of any tuition required to be charged as a result of the student's attendance in the District's schools; sends a copy of its decision to the person who enrolled the student. The Board's decision is final.</p> <p>If a student is determined to be a non-resident: Must refuse to permit the student to continue attending the schools unless the required tuition is paid.</p>

LEGAL REF: 105 ILCS 5/10-20.12b.

ADOPTED: January 14, 1997

REVISED: October 16, 2009, September 9, 2011

REVIEWED: January 10, 2014