

## RESIDENCY TASK FORCE AGENDA AUGUST 22, 2018

- [Minutes from July 17, 2018](#)
  
- [New York State Education Department Residency Guidance Memo \(7/17/18\)](#)
  - Conference calls on 7/25, 7/26, 8/7, 8/14
  - [BoE Clarification Letter re Residency Verification \(7/27/18\)](#)
  
- Residency Verification Update (as of CoB 8/17/18)
  - **2,268** students (approximately 70%) in 33 days
    - BHS: 769
    - WMS: 539
    - CVS: 496
    - JFK: 438
    - OD: 26
  - Average 109 students per day thru 7/20
  - Average 42 students per day 7/23 thru 8/17
  
- Form and process revisions (per NYSED)
  - [Residency Certification Form](#)
  - [Frequently Asked Questions](#)
  - [Landlord Statement](#)
  - [Third Party Residency Statement](#)
  - Process
    - by appointment, as previously described
    - email of scanned documents to [registrar@brewsterschools.org](mailto:registrar@brewsterschools.org)
    - via regular mail (30 Farm to Market Road, Brewster, NY 10509 ATTN: Registrar)
    - beginning in September, drop boxes at the District Office and various locations throughout the towns/village (record of receipt will be provided and more details will be shared in a subsequent communication)
    - walk-in/hand-deliver to school buildings and District Office

- Observations/Follow-up
  - Burden of proof is on the district, not on the resident (per NYSED)
  - State/local agencies may issue conflicting documents
  - NY/CT borderline properties
  
- Important Reminders & Future Meeting Schedule
  - Residency Verification appointments will continue 8:00am - 8:00pm through September 28
  - Residency Verification process will continue during normal business hours throughout the school year until 100% complete
  - Tuesday, October 16, 2018 at 6:30pm (BHS ILC)
  - Thursday, February 7, 2019 at 6:30pm (BHS ILC)
  - Thursday, June 27, 2019 at 6:30pm (BHS ILC)
  - Meeting minutes to be shared after each meeting