

Students

ADMINISTRATIVE REGULATIONS ON RESIDENT/NON-RESIDENT SCHOOL ATTENDANCE IN THE FAIRFIELD PUBLIC SCHOOLS

5118 AR(a)

I. Application and Placement Procedure for Staff Members

Parents must submit an application form no later than February 15 for the following school year of admission to the Superintendent or designee. Such form shall include a place for providing verification of employment and indicate school placement preference for either middle or high school.

Siblings will receive priority if there are more applicants than seats available in a particular grade in a particular school.

Staff members will be notified of the placement of their child by May 31 of the school year prior to admission.

Placement for desired schools and grades for attendance will be determined at the discretion of the Superintendent.

Application for enrollment shall be made in writing annually (no later than February 15) on a form supplied by the Superintendent or his/her designee. Enrollment, if approved, will be conditioned upon annual execution of a contract between the Board and the parent or legal guardian.

Application will be subject to annual review.

Placement decisions for middle and high school are based on the enrollment of the receiving school. There is no guarantee that a middle school tuition student will remain with the middle school cohort into high school.

Given the changes in school enrollment patterns that may occur, the Superintendent shall review this procedure annually to determine if it needs to be modified in light of identifiable enrollment trends that may impact particular schools at both the middle and high school level.

No grade or course placement shall be finalized until the school officials have received formal transcript documents from schools the student previously attended.

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II. Additional Regulations

Children of non-resident employees may attend the Fairfield Public Schools under the following terms:

- A. Employees must meet the following criteria to be considered eligible:
 - i. Certified staff FTE of .5 or above receiving full benefits
 - ii. Non-certified FTE of 1.0 receiving full benefits
- B. The non-resident employees will be permitted to enroll their children only during their time of employment in Fairfield Public Schools;
- C. Payment of tuition. Tuition rates will be determined annually by the District;
- D. District staff will determine eligibility and placement based on enrollment and class size factors;
- E. Placement will be considered only for grades 6-12;
- F. Once placed, students must remain in good academic, discipline and attendance standing. Continued enrollment in the Fairfield Public Schools is subject to annual review. The decision to approve the enrollment of said student in any school year shall not be binding in any subsequent school years;
- G. Non-resident teachers will not be allowed to enroll any of their children who are currently excluded by expulsion from another public or private school;
- H. The family must assume responsibility for transportation to and from school;
- I. The Superintendent or his/her designee shall not hire additional staff to permit enrollment of non-resident students under this policy, unless funded via tuition payments or special education payments as outlined by this policy;

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- J. The non-resident employee will pay, in entirety, any extra costs beyond the regular school program that are directly attributable to their children, including any special education costs attributable to them. The annual employee tuition charge covers only the regular education program;

For purposes of this policy the regular education program will be defined as the core instructional program including secondary elective courses, clubs, sports, and activities if:

- i. A non-resident student is enrolled, or continues in enrollment, in the District and requires specialized programming, the cost of which exceeds per pupil expenditures (i.e. the base tuition rate), a supplemental tuition or fee may be charged based upon the actual costs associated with providing the special or additional services, provided such costs are justified by a substantial increase in cost to the District, and in accordance with applicable law;
 - ii. The Fairfield Pupil Services Department (PSD) believes that a child should be evaluated for special education services, the school district in the employee's town of residence must be involved. The evaluation(s) will be performed either by that school district, or by Fairfield. If Fairfield does the evaluation, there will be a charge to cover the cost of the evaluation. If the non-resident child already has an IEP or if, after evaluation the Fairfield PSD determines that the child needs special education or other additional service, an added tuition charge, covering the cost to the Board of Education of such services, will be required. In addition, if the child is determined eligible for gifted education services, families are responsible for the cost of those services;
 - iii. The child already has or is shown to need a 504 accommodation, it will be provided at no charge if doing so does not result in a cost to the Fairfield Public Schools; otherwise, there will be an additional fee.
- K. Prior to the first day of school, the non-resident child must present evidence of adequate immunization, as required by the State of Connecticut and a report of a physical examination performed within the timeline denoted in Board Policy #5141.3;
- L. Payments will be automatically processed through salary deductions, from the first payroll in September to the last payroll in April. The amount of each deduction shall be calculated as the outstanding tuition due, divided by the number of pays through April 30 of each year. Failure to pay tuition will result in the loss of the placement privilege.

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 IN THE FAIRFIELD PUBLIC SCHOOLS**

Tuition and Fee Calculation:

Tuition will be determined annually by the District each January 15 for the upcoming school year. The basis for the tuition is twenty percent of the total per pupil expenditure for the first child of the non-resident employee. For a non-resident employee with multiple children, the basis of tuition for each additional child will be set at the discretion of the superintendent or designee, but shall be no less than 10% of the rate of the first child. The parent will be charged any excess costs for programs and services provided beyond the general education curriculum and extracurricular offerings in addition to the base tuition rate. When a student is accepted into, or already has, a PPT determined special education program, the additional tuition cost shall be the total of any excess costs for programs and services provided beyond the general education curriculum.

Sample Tuition for the 2026-27 School Year:

October 2025

Connecticut State Department of Education
 Bureau of Fiscal Services

2024-2025 Net Current Expenditures (NCE) per Pupil (NCEP)
 and 2025-2026 Special Education Excess Cost Grant
 Basic Contributions

	(1)	(2)	(3)	(4)	(5)	
District Code	District Name	NCE 2024-2025	Average Daily Membership (ADM) 2024-2025	NCEP 2024-2025 (Col 1 / Col 2)	State Agency Placement Basic Contribution (Col 3, Rounded)	Local Initiated Placement Basic Contribution (Col 3 x 4.5, Rounded)
051	FAIRFIELD	226,874,646	9,095.28	24,944.22	24,944	112,249

$\$24,944 * .20 = \$4,989$

Source: <https://portal.ct.gov/sde/fiscal-services/net-current-expenditures-per-pupil-used-for-excess-cost-grant-basic-contributions/documents>