Waterford Public Schools

Residency Verification Process

In order for a student to attend public school in Waterford, the student's parent or legal guardian or the adult student must live in Waterford or the <u>parent/guardian or adult student must officially establish</u> residency in Waterford with "another person" under the following conditions:

- 1. Residency with another person is intended to be permanent.
- 2. Residency is provided without pay from the student or his/her family.
- 3. Residency is not for the sole purpose of obtaining school accommodations in Waterford.
- 4. The other person signs a notarized affidavit stating that the student is residing with them.
- 5. The parent/guardian submits a notarized affidavit.

Enclosed is a Residency Questionnaire along with affidavits that are applicable to your situation. Please complete these forms personally and have the affidavits notarized. Please note that you need to be in the presence of the Notary Public when you sign the document(s). For your convenience, the Assistant Superintendent's office provide notary services.

Unless we receive these documents which prove the student(s) have a permanent address in Waterford, your child(ren) will not be enrolled.

Upon completion and enrollment, you will have 30-45 days to provide <u>current</u> residency documentation. This could consist of: utility bills, tax bills, car registration, bank statements, credit card statements, and land line telephone bills. The Assistant Superintendent's office will require at least two (2) forms of current documentation. You may contact the Assistant Superintendent's office if you need assistance with providing this documentation at 860.444.5854.

Waterford Public Schools – Residency Questionnaire

1.	Name of Student		Male/Female
2.	Address		Age
3.	Student at this residence since (date)		Grade
4.	Name of Parent/Guardian		
5.	Name of Host (if living with other than Parent/Guar	rdian)	
6.	Home Phone	Cell Phone	
7.	Student's previous address		
8.	Previous school student attended		
9.	Primary address where the student spends the night		
	Number of nights		
10.	Other address(es) where the student spends the night	nt	
		Number of nights	
loca acc I he Wa	nnecticut State Statutes and Waterford Board of Educational student residence is intended to be <i>permanent</i> , <i>provided ommodations</i> . Pereby acknowledge that if any of the above statements terford for daily tuition for each day the child is regishediately.	d without pay, and not for the sole are proven false, I will be held a	ccountable to the Town of
of def	rther understand that a perjured or fraudulent statement me Connecticut, and that false statements made in order trauding a public community, a felony under Connecticut rt of law as evidence against me.	o received educational benefits m	nay constitute the crime of
Sig	nature of Person Completing Form	Date	
Pri	nted Name	Relationship to Student	_
**	************	*********	*******
	<u> </u>	Tax Documents Otl	Car Registration her Mail

AFFIDAVIT OF RESIDENCY FOR SCHOOL ATTENDANCE PURPOSES PARENT/GUARDIAN

STATE OF CONNECTICUT }	
COUNTY OF NEW LONDON }	
Personally appeared,(parent/legal guardian)	, who made oath to the following:
I and my child(ren) (name of child(ren	reside at
w (Waterford address)	ith (name of tenant/property owner)
I realize that if I make a false statement as to residency, I m student(s) if they, in fact, do not reside in Waterford. I evidence in a court of law. I agree to immediately notifistudent(s) cease(s) to reside at this address.	also understand that this document may be used as
_	(Signature of Affiant)
Subscribed and sworn to, before me, this day of	······································
Notary Public / Commissioner of the Superior Court	

AFFIDAVIT OF RESIDENCY FOR SCHOOL ATTENDANCE PURPOSES PROPERTY OWNER

STATE OF CONNECTICUT }	
COUNTY OF NEW LONDON }	
Personally appeared,(property owner)	, who made oath to the following:
I own the residence at(Waterford address)	
(name(s) of student(s))	and
(name of parent/legal guardian) I realize that if I make a false statement as to residence education of said student(s) if they, in fact, do not reside is be used as evidence in a court of law. I agree to immementioned student(s) cease(s) to reside at this address.	in Waterford. I also understand that this document may
·	(Signature of Affiant)
Subscribed and sworn to, before me, this day of	,
Notary Public / Commissioner of the Superior Court	

AFFIDAVIT OF RESIDENCY FOR SCHOOL ATTENDANCE PURPOSES LOCAL RESIDENT (TENANT)

STATE OF CONNECTICUT }	
county of New London }	
Personally appeared,(local resident/tenant)	, who made oath to the following:
I reside at(Waterford address)	and attest that
(name(s) of student(s))	and
(name of parent/legal guardian)	reside at the above mentioned address.
I realize that if I make a false statement as to residency, education of said student(s) if they, in fact, do not reside in be used as evidence in a court of law. I agree to immed mentioned student(s) cease(s) to reside at this address.	Waterford. I also understand that this document may
_	(Signature of Affiant)
Subscribed and sworn to, before me, this day of	,
Notary Public / Commissioner of the Superior Court	

AFFIDAVIT OF RESIDENCY FOR SCHOOL ATTENDANCE PURPOSES PARENT/GUARDIAN

ST	TATE OF CONNECTICUT }	
CO	} ss: DUNTY OF NEW LONDON }	
Pe	rsonally appeared,(parent/guardian)	, who made oath to the following:
	I am the Parent/Guardian of	
1.	Tain the Tarent Galacian or	(name of child(ren))
2.	I reside at(street address)	in the Town of,
	State of	
3.	I certify that my child(ren) are not living with me be	
4.		of the Town (name of host)
	of Waterford, State of Connecticut, and that such re	esidence be permanent, and that it is not for the sole
	purpose of obtaining school accommodations in Wa	aterford.
5.	I do not now pay, nor have I paid, nor do I intend to	
	for providing such residence.	(name of host)
6.	said student(s) if they, in fact, do not reside in Water	ency, I may be held liable for the cost for the education of erford. I also understand that this document may be used ediately notify Waterford Public Schools if the above-ess.
		(Signature of Affiant)
Su	bscribed and sworn to, before me, this day of	,
 No	otary Public / Commissioner of the Superior Court	

AFFIDAVIT OF RESIDENCY FOR SCHOOL ATTENDANCE PURPOSES HOST

Pe	rsonally appeared,	, who made oath to the following	g:
		(local resident)	
1.	I reside at	in the Town of Waterford, State of Connecticut,	and
	(street a	dress)	
	(name o	also reside(s) with me.	
2	·		
2.	I certify that this/these stude	(s) are living with me because	-
			-
			<u>.</u>
3.	accuracy of the information Town of Waterford, the st immediately regarding the which event the student we should the student be four Schools reserves the right to that a perjured or fraudulent	med on this form, and as a resident of the Town of Waterford, I attest contained in this form. Further, I certify that, as a permanent residence ent is eligible for free school privileges. I agree to notify school of mination of the student's permanent residency in the Town of Water no longer be eligible for free school privileges. Finally, I understant to be attending Waterford Public Schools illegally, the Waterford recover the costs of such education from me, the undersigned. I understant may lead to my prosecution under the criminal statutes of the State that this document may be used in a court of law as evidence against residence.	of the fficials ford in ad that, Public erstand State of
3.	accuracy of the information Town of Waterford, the st immediately regarding the which event the student we should the student be four Schools reserves the right to that a perjured or fraudulent	contained in this form. Further, I certify that, as a permanent resident ent is eligible for free school privileges. I agree to notify school or mination of the student's permanent residency in the Town of Water no longer be eligible for free school privileges. Finally, I understan to be attending Waterford Public Schools illegally, the Waterford recover the costs of such education from me, the undersigned. I unduatement may lead to my prosecution under the criminal statutes of the Schools.	of the fficials ford in ad that, Public erstand State of

AFFIDAVIT FOR HANDLING STUDENT MATTERS (to be used when student is residing with other than Parent/Guardian)

STATE OF CONNECTICUT }	
COUNTY OF NEW LONDON }	
I am the Parent of	
(name o	of child(ren))
I hereby certify that said(Person's Name)	has full right to act in my child(ren)'s
behalf concerning any and all school disciplinary, admini	istrative, and medical matters.
	(Signature of Parent)
I,(Name of Person)	, understand that I have full responsibility for
the above named student(s) concerning any and all school	ol disciplinary, administrative, and medical matters.
· / · · · · ·	
	(Signature of Host)
	(Signature of Host)
Subscribed and sworn to before me this day of	
Subscribed and sworn to, before me, this day of _	,
Notary Public / Commissioner of the Superior Court	_

WATERFORD PUBLIC SCHOOLS (Request for Additional Documentation)

Date:
Parent(s) Adress:
Re: [Student(s) Name]
Dear [Name of Parent(s)]

We are conducting a review of residency status. It is requested that you supply *at least* two (2) forms of <u>current</u> supporting documentation to continue residency status in Waterford Public Schools. This documentation must be presented to the Waterford Public Schools Assistant Superintendent's Office in the Town Hall on or before [date]. Acceptable documents consist of: current driver's license, utility bills, guardianship papers, mail received, paychecks, bank statements, and other documents that support <u>current</u> residency in the town of Waterford. This will ensure that your child(ren) will be classified as (a) current resident(s), and return to school will not be questioned.

Section 10-253(d) of the General Statutes of Connecticut states, in part, the following:

"...that such residence is to be permanent, provided without pay and not for the sole purpose of obtaining school accommodations... A local or regional board of education may require documentation from the parent or guardian, the relative or non relative, emancipated minor or pupil eighteen years of age or older that the residence is to be permanent, provided without pay, and not for the sole purpose of obtaining school accommodations provided by the school district."

The Assistant Superintendent's Office will be open Monday through Friday from 8:30 a.m. to 4:00 p.m. If you need assistance in presenting the required documentation for your particular situation, please call 860.444.5854. We are willing to review your file to see what documentation would be accepted in this review process.

WATERFORD PUBLIC SCHOOLS (Notice of Disenrollment)

Date:
Parent(s) Adress:
Re: [Student(s) Name]
Dear [Name of Parent(s)]

Your son(s)/daughter(s), [Student Name], (a) student(s) at [School(s)], do(es) not meet residency requirements to attend Waterford Public Schools. Connecticut State Statutes and Waterford Board of Education Policies require students to reside within the town and that local student residence is intended to be permanent, provided without pay, and not for the sole purpose of obtaining school accommodations.

Our investigation has concluded that your child(ren) reside(s) with you at [address]. [Short description of evidence].

The evidence clearly shows that [Student(s) Name] do(es) not reside in Waterford and should be enrolled in the district in which he/she/they reside(s). Therefore, you must withdraw [Student(s) Name] from Waterford Public Schools by [date].

Please be advised that you have the right to appeal this determination per Connecticut General Statute §10-186(b) by requesting a hearing before the Board of Education. Your request for a hearing must be in writing and must be received within ten (10) days of receipt of this letter. If you will be represented by an attorney, please include the name, address, and phone number of your attorney so that a mutually convenient hearing date and other details can be arranged by the Board of Education's attorney. Failure to provide a written request for the hearing before the Board of Education within the ten (10) day period will result in denial of school privileges as of [date].

During the hearing process and any subsequent appeals, your child can remain in school; however, Waterford Public Schools has the right and will seek payment of tuition for such period if your child is ultimately found ineligible for school privileges per Connecticut General Statute §10-186(b)(2) and (4).

WATERFORD PUBLIC SCHOOLS (Final Notice of Disenrollment)

Date:
Parent(s) Adress:
Re: [Student(s) Name]
Dear [Name of Parent(s)]

On, [Date], we sent you a registered letter outlining our investigation, which concluded that your child(ren) do(es) not have a permanent residence in Waterford. Further, we afforded you an opportunity to request a hearing by the Waterford Board of Education regarding eligibility for school accommodation in Waterford.

As of this date, you have not yet responded to our correspondence. Based on our investigation, we are denying school accommodation to and disenrolling [Child(ren)'s Name(s)] as of this date. If your child(ren) has/have any personal items in the school building where he/she has been attending school, please contact the principal to arrange an appointment to pick them up.

We encourage you to contact the [Town] Public Schools in order to enroll your child(ren) so that his/her/their education is not interrupted.

If you have any questions regarding this matter, do not hesitate to contact me.

WATERFORD PUBLIC SCHOOLS (Notice of Hearing)

Date:
Parent(s) Adress:
Re: [Student(s) Name]
Dear [Name of Parent(s)]

You have requested a hearing before the Waterford Board of Education regarding my correspondence to you dated [date]. The Waterford Board of Education will conduct a hearing regarding your claim on [date hearing scheduled] at [time hearing scheduled]. The hearing will be held at the Waterford Town Hall, which is located at 15 Rope Ferry Road, Waterford, Connecticut, 06385.

As you know from the letter to you dated [date], the administration has determined that your child(ren), [name(s)], is not entitled to free school accommodations in the Waterford Public Schools, as he/she/they reside in [Town].

The hearing will be conducted in accordance with the provisions of Section 10-186 of the Connecticut General Statutes, a copy of which is enclosed. As set forth in Section 10-186, under Section 10-186, the party who is denied schooling has the burden of proving residency. The hearing will be conducted in executive session, and the Board of Education will make either a tape recording or a stenographic record of the hearing. You may be represented by counsel or by an advocate, at your expense, if you so desire.

Please contact me if you have any questions.

WATERFORD PUBLIC SCHOOLS (Notice of Hearing Decision)

Date:
Parent(s) Adress:
Re: [Student(s) Name]
Dear [Name of Parent(s)]

As you know, a subcommittee of the Waterford Board of Education held a residency hearing on [date] regarding your child(ren), [name(s)]. [Short summary of hearing findings]. Enclosed is a copy of the "Decision and Finding of Facts" dated [date].

Also enclosed is a copy of Section 10-186 of the Connecticut General Statutes, which outlines your right to file an appeal to the State Board of Education.

If you have any questions, please feel free to contact me at your earliest convenience.