

East Hartford Public Schools
1110 MAIN STREET, EAST HARTFORD, CT 06108

CERTIFICATE OF RESIDENCY

(Please read affidavit carefully before completing)

- If a student resides with persons other than the student’s parent or guardian and does not maintain his or her own residence as an adult or emancipated minor, the Certificate of Residency Affidavit must be completed by the parents or guardian, or the student if eighteen (18) or older, ***and*** the East Hartford resident (called the host).
- If the parent or guardian and student reside with the host, pages 1, 4 and 6 must be completely filled-out before signatures are verified by an official Notary Public.
- If student is residing without their parent or guardian, pages 1, 4, 5 and 6 must be completely filled-out before signatures are verified by an official Notary Public. ***(If student is living in East Hartford without their parent or guardian, the parent or guardian must demonstrate they are unable to support student due to economic or family hardship in order to attend East Hartford Public Schools.)***
- During registration, ***both*** the parent or guardian, or the student if eighteen (18) or older, ***and*** the host must submit proof of residency in East Hartford. The required proofs of residency for the host are listed on page 2. The parent or guardian, or the student if eighteen (18) or older, ***must*** provide Central Registration with two (2) documents confirming residency. See page 3 for examples. ***By law, the burden of proving residency to attend East Hartford Public Schools falls on the parent or guardian, or student if eighteen (18) or older.***
- Because residency status of parents or guardians, and students often change, East Hartford Public Schools may ask for proof of residency at any time. All students attending East Hartford Public Schools are subject to unannounced residency visits and surveillance when residency is questionable.
- All Certificates of Residency expire on the last day of school 2011. For continued enrollment in the 2011-12 school year, the parents, guardians or student if eighteen years (18) or older, ***and*** the student’s Host must complete a Certificate of Residency Renewal if the student continues to live with the East Hartford resident. Renewals will be mailed in May 2011 and are due back to the Board of Education on or before July 1, 2011. After this date, the parents or guardian, or the student if eighteen (18) or older, ***must*** complete the registration process again and prove residency.
- Should any student be found to be attending the East Hartford Public Schools illegally, the **student will be withdrawn from school**. Furthermore, the Town of East Hartford reserves the right to recover the costs of such education from the parents, guardians or student if eighteen years (18) or older.
- All Certificates of Residency are reviewed by the East Hartford Public Schools Residency Officer. For questions, call Residency Office at (860) 622-5123.
- To obtain a copy of the *Certificate of Residency* visit our website at: www.easthartford.org/page.cfm?p=3732

By signing below, I understand these instructions.

Parent/ Legal Guardian or Student’s (if over 18) Signature

Date

Parent/ Legal Guardian’s Signature

Date

Host’s Signature

Date

East Hartford Resident (Host) required proofs of residency for registration

Proof of residency in East Hartford is determined by the **Host** providing Central Registration Staff with one **MANDATORY** item from Category A, one item from Category B and one item from Category C.

**ALL ITEMS MUST BE LESS THAN 60 DAYS OLD AND REFLECT
CURRENT EAST HARTFORD ADDRESS**

<u>CATEGORY A</u>	* <u>CATEGORY B</u>	<u>CATEGORY C</u>
<ul style="list-style-type: none"> ➤ Current Mortgage statement ➤ Copy of current lease signed & dated ➤ Legal affidavit from landlord affirming tenancy and copy of rent payment ➤ Section 8 agreement ➤ Copy of property deed if no mortgage 	<p style="text-align: center;">Current utility bill or work order not older than 60 days:</p> <ul style="list-style-type: none"> ➤ Home Fuel: Gas, Oil or Propane ➤ Electric ➤ Phone (landline only) ➤ Cable or satellite ➤ Water 	<ul style="list-style-type: none"> ➤ Second utility bill from list in Category B ➤ Valid driver's license with EH address (no stickers allowed) ➤ Valid automobile registration ➤ Valid CT DMV non-driver's photo identification ➤ Valid passport ➤ Voter registration ➤ Cell Phone Bill (not older than 60 days old) <p><u>With EH address and dated within the last year</u></p> <ul style="list-style-type: none"> ➤ W-2 Form ➤ Auto tax bill ➤ Property tax bill ➤ Current Homeowner's or auto insurance policy face page <p><u>With EH address and dated within 60 days</u></p> <ul style="list-style-type: none"> ➤ Current payroll stub ➤ Current bank statement or credit card statement ➤ Court document ➤ Current letter from a government agency

***If you currently pay your bills on-line, please provide a printed receipt with payment confirmation**

List of Other Acceptable Residency Documents

ALL ITEMS MUST REFLECT CURRENT EAST HARTFORD ADDRESS

- Any business document from a federal, state, or local government entity. Including but not limited to:
 - Connecticut Department of Social Services (examples: HUSKY Health Insurance, Healthy Start, SNAP, and Temporary Family Assistance)
 - Connecticut Department of Labor (Unemployment)
 - Connecticut Judicial Branch
 - Social Security Administration
 - Department of Homeland Security
 - U.S. Military
- Residency Affidavit completed by host's landlord authorizing parent or legal guardian and student to live with host. Affidavits are available from Central Registration. All affidavits will be verified with property owner and East Hartford Tax Assessor's Office.
- Letter from employer officially verifying your change of address. Must have name, address, and contact number of person signing letter.
- Valid Connecticut driver's license or Connecticut Department of Motor Vehicle non-driver's photo identification
- Other licenses or permits
- Court orders, state agency agreements and other evidence of court or agency placements or directives
- Insurance (examples: health, auto, life, disability, homeowners, renters)
- Utility bill less than 60 days old. (Electricity, gas, oil, propane, landline phone, cable or satellite TV, water)
- Cell phone bill
- Auto registration
- Voter registration
- Property tax bill
- Payroll stub
- Bank or credit card statement.
- Other financial account information (brokerage or retirement)
- U.S. Postal Service "Welcome Letter" showing new address (helpful when coming from another State)
- Storage bill
- Delivery receipts
- Any other form of documentation relevant to demonstrating entitlement to attend East Hartford Public Schools. Forms subject to Residency Officer's approval.

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EAST HARTFORD PUBLIC SCHOOLS RESIDENCY AFFIDAVIT

(All sections must be filled-out for form to be valid)

The East Hartford Board of Education, in compliance with statute 10-253(d) of the State of Connecticut, requires this form to be completed by parent(s) or legal guardian(s) when they and their student(s) permanently reside with an East Hartford resident. This form is also for any student who claims residence in East Hartford and is not residing with his or her parent/guardian(s) and whose parent/guardian(s) are not residing in East Hartford. The student, parent/guardian and person with whom the student is living must fill out this form together.

Date _____

1. Student's Name _____ DOB: _____
(Last) (First) (Middle)

Student's Name _____ DOB: _____
(Last) (First) (Middle)

2. Student's East Hartford Address _____
(No. and Street) (Telephone #)

3. Name of Person With Whom Student Lives _____
Relationship _____
Address _____
(No. and Street) (Telephone #)

4. Date Student Moved to East Hartford Address _____
(Month) (Day) (Year)

5. Student's Former Address _____
(No. and Street) (Town) (State)

6. Former School _____ Grade _____

7. Name of Student's Father _____
Father's Address _____
(No. and Street) (Town) (State) (Telephone #)

8. Name of Student's Mother _____
Mother's Address _____
(No. and Street) (Town) (State) (Telephone #)

9. Name and Address of Student's **COURT APPOINTED LEGAL GUARDIAN**, *if Applicable*:

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PARENT/GUARDIAN'S STATEMENT

(Complete Form ONLY if Parent/Legal Guardian DOES NOT Live with Student in East Hartford)

I hereby certify that _____ is my _____
(Student's Name) (Relationship)

and he/she resides with _____ who is _____
(Name of Person) (Relationship)

at _____
(No. Street) (Telephone #)

I further certify that this is the permanent address at which my child will be living for _____ days and _____ nights per week and that I am not providing payment for having my child reside with host. I further certify that my son/daughter is not living with me because *(please be specific about the economic and/or family hardship present and provide evidence)*. _____

As a parent/guardian of the student named on this form, and as a nonresident of the Town of East Hartford, I attest to the accuracy of the information contained in this form. Further, I certify that, as a permanent resident of the Town of East Hartford, the student is eligible for free school privileges. I agree to notify school officials immediately regarding the termination of the student's permanent residency in the Town of East Hartford, in which event the student will no longer be eligible for free school privileges. Finally, I understand that, should the student be found to be attending the East Hartford Public Schools illegally, the Town of East Hartford reserves the right to recover the costs for such education from me, the undersigned.

I understand that a perjured or fraudulent statement may lead to my prosecution under the criminal statutes of the State of Connecticut.

I also understand that this document may be used in a court of law as evidence against me.

*******MUST BE SIGNED IN THE PRESENCE OF OFFICIAL NOTARY PUBLIC*******

Parent/Legal Guardian Signature

Date

Notary Public Signature & Stamp

Date

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HOST'S STATEMENT (THE EAST HARTFORD RESIDENT)

I hereby certify that _____ is my _____
(Student's Name) (Relationship)

and that he/she legally resides with me at _____
(No. and Street)

I further certify that this is the student's permanent address, that this student will be living with me ___ days and ___ nights per week, and that I am not receiving payment for having this student reside with me. Please explain the circumstances applicable in this case, with special attention to the parent/ guardian's family and/or economic hardship. *(If student is under eighteen (18) and residing in East Hartford without their parent or guardian, the parent or guardian will be required to file a sworn statement (see page 5) with documentation to support the claims made.)* _____

As the host of the student named on this form, and as a resident of the Town of East Hartford, I attest to the accuracy of the information contained in this form. Further, I certify that, as a permanent resident of the Town of East Hartford, the student is eligible for free school privileges. I agree to notify school officials immediately regarding the termination of the student's permanent residency in the Town of East Hartford in which event the student will no longer be eligible for free school privileges.

I understand that a perjured or fraudulent statement may lead to my prosecution under the criminal statutes of the State of Connecticut.

I also understand that this document may be used in a court of law as evidence against me.

If you are the guardian of the student for school matters, please indicate the date and source of your authority (i.e., Court or Parental Authority).

Date: _____ Authority _____

*******MUST BE SIGNED IN THE PRESENCE OF OFFICIAL NOTARY PUBLIC*******

Host Signature

Date

Notary Public Signature & Stamp

Date