

**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 parent/guardian or adult student must officially establish 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 current 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/Guardian) \_\_\_\_\_
- 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 \_\_\_\_\_  
\_\_\_\_\_ Number of nights \_\_\_\_\_

The information provided in this document is accurate and I authorize representatives of Waterford Public School to verify this information. I understand that only children legally entitled to do so may attend Waterford Public Schools and that 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.*

I hereby acknowledge that if any of the above statements are proven false, I will be held accountable to the Town of Waterford for daily tuition for each day the child is registered and that the child will be withdrawn from the school immediately.

I further understand that a perjured or fraudulent statement may lead to my prosecution under Criminal Statutes of the State of Connecticut, and that false statements made in order to received educational benefits may constitute the crime of defrauding a public community, a felony under Connecticut Law. I also understand that this document may be used in a court of law as evidence against me.

\_\_\_\_\_  
Signature of Person Completing Form Date

\_\_\_\_\_  
Printed Name Relationship to Student

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FOR OFFICE USE ONLY

- Photo ID  Mortgage  Lease  Custody or Guardianship Papers  Car Registration
- Library Card  Rent Receipts  Utility Bills  Tax Documents  Other Mail
- Affidavits Completed  Additional Documents Required: \_\_\_\_\_















**WATERFORD PUBLIC SCHOOLS  
(Request for Additional Documentation)**

Date:

Parent(s) Address:

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 current 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 current 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) Address:

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) Address:

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) Address:

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) Address:

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.