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</u> or <u>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 Par	rent/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	s the night	
		Number of nig	ghts
loca acc I he Wa	nnecticut State Statutes and Waterford Board of al student residence is intended to be <i>permanen commodations</i> . ereby acknowledge that if any of the above sterford for daily tuition for each day the chimediately.	statements are proven false, I will be	the sole purpose of obtaining school be held accountable to the Town o
of defi	orther understand that a perjured or fraudulent st Connecticut, and that false statements made rauding a public community, a felony under C art of law as evidence against me.	in order to received educational be	enefits may constitute the crime o
Sig	gnature of Person Completing Form	Date	
 Pri	nted Name	Relationship to Studen	t
_	Photo ID Mortgage Lease	OR OFFICE USE ONLY Custody or Guardianship Papers ility Bills Tax Documents	

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(r	
(Waterford address)	with (name of tenant/property owner)
I realize that if I make a false statement as to residency, I student(s) if they, in fact, do not reside in Waterford. evidence in a court of law. I agree to immediately no student(s) cease(s) to reside at this address.	I also understand that this document may be used as
	(Signature of Affiant)
Subscribed and sworn to, before me, thisday 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:
(property owner)	
I own the residence at	and attest that
(Waterford add	ress)
(name(s) of student(s))	and
(name(s) of statem(s))	
	reside at the above mentioned address.
(name of parent/legal guardian)	
education of said student(s) if they, in fact, do not reside	cy, I may be held liable for a share of the cost for the in Waterford. I also understand that this document may nediately notify Waterford Public Schools if the above-
	(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) 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 immementioned student(s) cease(s) to reside at this address.	n 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	ATE OF CONNECTICUT ss:
CC	DUNTY OF NEW LONDON }
	rsonally appeared,, who made oath to the following: (parent/guardian)
1.	I am the Parent/Guardian of (name of child(ren))
	I reside at in the Town of, (street address)
	State of
3.	I certify that my child(ren) are not living with me because
4.	It is my intention that my child(ren) reside with of the Town (name of host)
	of Waterford, State of Connecticut, and that such residence be permanent, and that it is not for the sole
	purpose of obtaining school accommodations in Waterford.
5.	I do not now pay, nor have I paid, nor do I intend to pay (name of host) for providing such residence.
6.	I realize that if I make a false statement as to residency, I may be held liable for the cost for the education of said student(s) if they, in fact, do not reside in Waterford. I also understand that this document may be used as evidence in a court of law. I agree to immediately notify Waterford Public Schools if the abovementioned student(s) cease(s) to reside at this address.
	(Signature of Affiant)
Sul	bscribed and sworn to, before me, thisday of,
No	tary Public / Commissioner of the Superior Court

AFFIDAVIT OF RESIDENCY FOR SCHOOL ATTENDANCE PURPOSES HOST

ersonally appeared,		, who made oath to the following:
	(local re	sident)
I reside at		in the Town of Waterford, State of Connecticut, and
(str	eet address)	
-		also reside(s) with me.
(na	me of student(s))	
I certify that this/these s	tudent(s) are livin	g with me because
•	. ,	
accuracy of the information Town of Waterford, the immediately regarding	ntion contained in e student is eligi the termination o	n this form. Further, I certify that, as a permanent resident of ible for free school privileges. I agree to notify school office of the student's permanent residency in the Town of Waterford
accuracy of the information Town of Waterford, the immediately regarding which event the student should the student be Schools reserves the right a perjured or frauda	ation contained in e student is eligi the termination of t will no longer found to be atte ght to recover the allent statement man	n this form. Further, I certify that, as a permanent resident of ible for free school privileges. I agree to notify school officion of the student's permanent residency in the Town of Waterford be eligible for free school privileges. Finally, I understand the ending Waterford Public Schools illegally, the Waterford Public costs of such education from me, the undersigned. I understand
accuracy of the information Town of Waterford, the immediately regarding which event the student should the student be Schools reserves the right a perjured or frauda	ation contained in e student is eligi the termination of t will no longer found to be atte ght to recover the allent statement man	s form, and as a resident of the Town of Waterford, I attest to this form. Further, I certify that, as a permanent resident of tible for free school privileges. I agree to notify school officion of the student's permanent residency in the Town of Waterford be eligible for free school privileges. Finally, I understand the ending Waterford Public Schools illegally, the Waterford Public costs of such education from me, the undersigned. I understate any lead to my prosecution under the criminal statutes of the State ocument may be used in a court of law as evidence against me. (Signature of Affiant)
accuracy of the information Town of Waterford, the immediately regarding which event the student should the student be Schools reserves the right a perjured or frauda	ation contained in e student is eligi the termination of t will no longer found to be atte ght to recover the allent statement man	n this form. Further, I certify that, as a permanent resident of ible for free school privileges. I agree to notify school office of the student's permanent residency in the Town of Waterford be eligible for free school privileges. Finally, I understand the ending Waterford Public Schools illegally, the Waterford Public ecosts of such education from me, the undersigned. I understate ay lead to my prosecution under the criminal statutes of the State ocument may be used in a court of law as evidence against me.

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 of	
(name	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, admin	
	(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)
Subscribed and sworn to, before me, thisday 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)]

Data

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.