



## Manchester Public Schools

Kennedy Education Center  
45 North School Street  
Manchester, CT 06042  
[www.mpspride.org](http://www.mpspride.org)

### REGISTRATION REQUIREMENTS

- COMPLETE THE ONLINE APPLICATION AT: [www.mpspride.org](http://www.mpspride.org)**
  - Click Registration
  - Create an account, and fill out the online registration
- MAKE AN APPOINTMENT WITH THE SCHOOL TO COMPLETE THE PROCESS**
- **BRING THE FOLLOWING DOCUMENTS TO THE SCHOOL AT THE TIME OF YOUR APPOINTMENT:**
  - CHILD'S LEGAL ORIGINAL BIRTH CERTIFICATE** Full size only or Passport (Only for foreign students who cannot provide birth certificate)
  - CONNECTICUT STATE HEALTH ASSESSMENT FORM (Blue form)**
  - PARENT OR LEGAL GUARDIAN – PHOTO IDENTIFICATION** (Driver's License, State Issued Identification, or Passport)
  - LEGAL or TEMPORARY GUARDIANS** must provide valid official court or state documents of guardianship. Letters indicating pending court hearing dates will not be accepted. (Temporary guardianship forms are only valid for one year and must be renewed yearly and submitted to the school)
  - MANDATORY PROOF OF MANCHESTER RESIDENCY**  
(Please See Required Proof of Residency Documents List)



# REQUIRED PROOF OF RESIDENCY DOCUMENTS

If you are a **HOMEOWNER** you must bring in a **VALID PHOTO ID** and one of the following documents:

- 1) Current mortgage statement OR Homeowner's property tax statement
- 2) Deed to home.

**AND ANY OTHER TWO (2) ITEMS FROM THE LIST BELOW:**

*(Items must be less than 30 days old and contain name and address. Shut off notices not accepted.)*

• Current electric or natural gas utility bill	• Valid CT License*
• Letter from state/government agency (HUD, DSS, DCF, etc.)	• Homeowner's insurance policy
• Valid car registration or car insurance policy with address	• Water/sewage utility bill
• Landline phone bill	• Cable or satellite bill
• Pay stub verifying address	• Heating oil delivery receipt
• Bank statement	• W-2 form

**\*Please note: If you have not received a utility bill yet, you may call CNG at 860-727-3034 or Eversource at 1-800-286-2000 and have them fax a Service Verification Form to the school.**

If you are a **RENTER** you must bring in a **VALID PHOTO ID** and the following documents:

- 1) Valid current rental/lease agreement, with landlord's name and contact information, signed by both parties.

**AND ANY OTHER TWO (2) ITEMS FROM THE LIST BELOW:**

*(Items must be less than 30 days old and contain name and address. Shut off notices not accepted.)*

• Current electric or natural gas utility bill	• Valid CT License*
• Letter from state/government agency (HUD, DSS, DCF, etc.)	• Homeowner's insurance policy
• Valid car registration or car insurance policy with address	• Water/sewage utility bill
• Landline phone bill	• Cable or satellite bill
• Pay stub verifying address	• Heating oil delivery receipt
• Bank statement	• W-2 form

**\*Please note: If you have not received a utility bill yet, you may call CNG at 860-727-3034 or Eversource at 1-800-286-2000 and have them fax a Service Verification Form to the school.**

- If you do not own or rent a home but are residing with a Manchester resident, then both parties must obtain and sign a notarized **CERTIFICATION OF RESIDENCY FORM (YSB-14)**. Both parties must provide: Valid Photo ID and the Manchester resident must provide the proof of residency as listed above. Only valid for one year.
- If you move within the school district you **MUST** verify residency by providing documents from the list above.
- Supplemental information or proof may be requested by the Residency Office at any time if residency is unclear.
- **Without proof of residency the registration process cannot be completed.**

**PLEASE NOTE:** Junk mail, USPS forwarding requests, personal mail or envelopes are not legitimate residency documents for school registration. **Documents must be less than 30 days old, and reflect the current Manchester address.** Account numbers and amounts may be redacted from forms. Forms are subject to approval by the Residency Office. **\*Change of address labels on back of license NOT valid for proof of residency.**