

MANCHESTER PUBLIC SCHOOLS  
MANCHESTER, CONNECTICUT

**NEW ENROLLMENT / STUDENT TRANSFER / CHANGE OF ADDRESS**  
**VERIFICATION OF RESIDENCE FORM**

(Within Manchester)

**Parent/Legal Guardian Statement**(please print)

I/We (name(s) \_\_\_\_\_) the parent or legal guardian of (student name(s) \_\_\_\_\_)

Grade(s): \_\_\_\_\_ (address) \_\_\_\_\_ certify that the above named student(s) actually resides at the above stated address.

The telephone number at the same address is ( \_\_\_\_\_ ) \_\_\_\_\_ and the telephone number in an emergency is ( \_\_\_\_\_ ) \_\_\_\_\_.

This information and the documents provided are accurate. I/We authorize representative of the Manchester Public Schools to verify this information, and I understand falsification of any information or documents required for this verification will result in revocation of registration for the student(s). I understand that by law, the burden of proof in residency falls on the family; "the party denied schooling shall have the burden of providing residency by the preponderance of evidence." Conn. Gen. Stat. 10-186(b)(1). The law also allows school officials to recoup the cost of tuition if a state hearing officer finds that the student was not entitled to school privileges.

I also understand that if I/we move within Manchester I must provide updated proof and information. If I/we move outside of Manchester I/we must withdraw my child and enroll in the appropriate school district.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Transfers only (Transfers must provide updated proof)**

Current School (send records): \_\_\_\_\_ New School: \_\_\_\_\_

Current School (send records): \_\_\_\_\_ New School: \_\_\_\_\_

## Manchester Public Schools

### Proof of Residency Chart

In order to verify district residency, a student over 18, a student’s parent(s)/guardian(s), or an emancipated minor must provide **three** total documents: at least one document from Column 1 and two documents from Column 2 or Column 3 indicating their name(s) and valid Manchester address. Column 4 will be required only for certain circumstances noted on page 9 of District Enrollment Policy 5118.

<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b> <b>(Supplemental proof when residency is in question, lack of information or unclear)</b>
<p><input type="checkbox"/> Deed to home</p> <p><input type="checkbox"/> Escrow papers or signed mortgage commitment</p> <p><input type="checkbox"/> Valid mortgage statement</p> <p><input type="checkbox"/> Rent receipt for latest month with landlord’s name, address and telephone number</p> <p><input type="checkbox"/> Dated rental/lease agreement showing student(s)’ and parent(s)’ names with landlord’s contact information.</p> <p><input type="checkbox"/> **Completed Certification of Residency Form with landlord’s, homeowner’s or renter’s proof of residency or ownership including proof from columns 1, 2, and 3. (Follow directions and review guidelines on form.) District Residency Office will be forwarded copy for review and for residency records.</p> <p><input type="checkbox"/> **Completed Residency Affidavit form including Manchester resident’s proof of residency from Column 1, 2, and 3. (Follow directions on this form; final approval of this form and enrollment to be made only from District Residency Office.)</p> <p><small>** These forms are only valid for one academic year, must be renewed yearly and updated proof from Columns 1, 2, and 3 must be attached to renewal. These forms are usually approved for renewal by residency office only once because it is assumed a parent/guardian will be able to obtain proof of residency after one academic year or the individual housing the student may need to obtain legal guardianship. Please review Enrollment Policy 5118 for further information.</small></p>	<p><input type="checkbox"/> Current landline phone bill/statement</p> <p><input type="checkbox"/> Current gas or electric bill/statement</p> <p><input type="checkbox"/> Current water or sewage bill</p> <p><input type="checkbox"/> Deposit receipt from gas, electric or landline phone service start-up.</p> <p><input type="checkbox"/> Letter from state/government agency such as HUD, DCF etc. verifying address. Letter must include the agency’s contact information for verification.</p> <p><input type="checkbox"/> Current heating oil delivery <del>or</del> receipt with resident's name and address.</p> <p><small>*Note: shut off notices will not be accepted*</small></p>	<p><input type="checkbox"/> Active bank statement or bank account check with name and address imprinted</p> <p><input type="checkbox"/> Valid car registration or car insurance card with Manchester address</p> <p><input type="checkbox"/> Major moving company receipt for moving household goods</p> <p><input type="checkbox"/> Receipt from local firm showing delivery of newly purchased appliances or furniture</p> <p><input type="checkbox"/> Current pay stub verifying address</p> <p><input type="checkbox"/> Current cable/digital television bill</p> <p><input type="checkbox"/> Valid CT State ID or license with current Manchester address</p> <p><small>*Note: shut off notices or expired information will not be accepted*</small></p>	<p><input type="checkbox"/> School Request for Residency Confirmation Form (submitted by school personal to District Residency Office for review, approval and/or home visit)</p> <p><input type="checkbox"/> Parent/guardian(s) that cannot provide the required residency information should contact the District Residency Office to set up an appointment.</p> <p><small>* Note: supplemental information or proof may be requested by District Residency Office at anytime if residency is unclear.*</small></p>

NOTE: IF YOU MOVE WITHIN THE SCHOOL DISTRICT YOU MUST UPDATE YOUR PROOF OF RESIDENCY BY PROVIDING THE MANDATORY PROOF LISTED ABOVE.