



District Residency Verification Information

District: EAST LYME

Contact Name: Stacey Muscarella

Email: stacey.muscarella@elpsk12.org

Phone: 860-739-3966 ext. 5628

Street Address: East Lyme Public School Central Office
165 Boston Post Road, East Lyme, CT 06333

Hours of operation: 7am to 5pm, please call to make an appointment

Directions and Parking Information:

Central office is located at the above address. Park in the parking lot in front of the building. Go to front entrance and push the buzzer. Tell the Safety and Security Staff you are here for a Residency Verification appointment.

Documents required by this district to present in person to prove residency:

see list of accepted documents

Does this district have its own residency verification paperwork that needs to be completed?

YES NO

Does the LEARN residency verification form need to be updated every school year?

YES NO

Any additional information that would help families prove residency in this district?

All verification paperwork is done at Central Office, by appointment. Appointments can be made by calling or emailing. Best way to ensure paperwork can be completed on the same day is to make an appointment. Without an appointment it is very likely the form will not be completed that day.

PROOF OF RESIDENCY CHECKLIST

Circumstance #1 Three (3) Proofs of Residency Required

1st Proof (required):

- A current signed lease/rental or sales agreement/deed/closing disclosure
and

2nd and 3rd Proof (choose 2 from below list):

- Parent's valid Connecticut driver's license/ State ID with East Lyme address (will accept with change of address sticker on back)
- Two (2) of the following statements with the parent's name and East Lyme address: Current utility/water/sewer/cable/phone/ bank/renters or home owners insurance with East Lyme address - *these 2 statements can only be used as one proof
- Current East Lyme Town tax bill
- Current car registration or car insurance with East Lyme address
- Current pay stub from employer with East Lyme address
- Current proof of government benefits (disability, Medicare, Supplemental Assistance Nutrition Program, SNAP) or other government correspondence showing an address.

East Lyme

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