



### District Residency Verification Information

District: WINDSOR LOCKS

Contact Name: Queila La Rubia

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Phone: 860-292-5778

Street Address: 58 South Elm St, Windsor Locks CT 06096

Hours of operation: 8-4

#### Directions and Parking Information:

Board of Education office located behind the Windsor Locks High School.

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

Rental/Lease Agreement signed within last year or Mortgage statement from the last 60 days AND Two (2) different utility bills from the last 60 days. (property or car tax, water, gas, electric, car registration, homeowners insurance, and cable bills.)  
For parents/child residing with another family member which whose name is under lease/bills, Residency Verification form needs to be completed by resident and submitted along with the above 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?

**HOST/LOCAL RESIDENT FORM**

State of Connecticut

ss: WINDSOR LOCKS

County of Hartford

Personally appeared \_\_\_\_\_, who made oath to the following:  
(name of local host)

1. I am a resident of the Town of Windsor Locks, State of Connecticut. My residence is located at \_\_\_\_\_ State of Connecticut.  
(street address)
2. A child by the name of \_\_\_\_\_ currently resides with me  
(name of child)  
at the above stated address.
3. The child is/is not related to me as my \_\_\_\_\_ and  
(circle correct response) (if related, state relationship to child)  
is to reside with \_\_\_\_\_ at \_\_\_\_\_.  
(name of resident host) (address of resident host)
4. I receive no payment for providing such residence.
5. Such residence is not for the sole purpose of obtaining school accommodations.
6. I shall report to the Windsor Locks Board of Education any change in the foregoing circumstances within 30 days from the date on which such change occurs.

**I hereby swear to the truth of the foregoing statements, under penalty of perjury, recognizing that the Windsor Locks School District has released me from the obligation to pay tuition costs in reliance on this affidavit.**

\_\_\_\_\_  
Signature (Host/Local Resident)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public