



District Residency Verification Information

District: Manchester Public School District
Contact Name: Lori Grigely/Milka Frison
Email: lgrigely@mpspride.org/mfrison@mpspride.org
Phone: 860-647-3330/860-645-6041 Option 1
Street Address: 45 North School Street
Manchester, CT 06042
Hours of operation: 8:00 a.m. - 4:00 p.m. - Monday - Friday

Directions and Parking Information:

Parking is available in front of the building

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

IF student is already registered in Manchester, the following documents should be provided with the residency form: 1. Photo ID of parent/guardian; 2. Utility or Insurance bill issued in the last three (3) months; 3. Copy of current mortgage, lease, rental agreement for residence

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

YES NO

(If yes, please send as an email attachment.)

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?

IF student IS NOT registered in Manchester, please see the attached information about registration.

Please return responses and any additional paperwork to wjsonstrom@learn.k12.ct.us



Manchester Public Schools

REGISTRATION REQUIREMENTS

1.) COMPLETE THE ONLINE APPLICATION AT: www.mpspride.org

Click on the Registration Icon



Create an account, complete the online registration

2.) CALL TO MAKE AN APPOINTMENT TO COMPLETE THE REGISTRATION PROCESS

Headstart (Pre-K)
Manchester Preschool Center
60 Washington Street
Manchester, CT 06042
860-647-3502



Grades K - 8
Welcome Center
555 Main Street
Manchester, CT 06040
860-645-6041

Grades 9 - 12
Manchester High School
134 Middle Turnpike East
Manchester, CT 06040
860-647-3538

3.) BRING THE FOLLOWING DOCUMENTS TO 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 a list of Required Proof of Residency Documents on reverse side)

REQUIRED PROOF OF RESIDENCY DOCUMENTS

If you are a **HOMEOWNER** you must bring in a **VALID PHOTO ID** and one (1) of the following documents:

- 1) Current mortgage statement OR Homeowner's property tax statement
- 2) Deed to home
- 3) **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.)

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
- 2) **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
- Letter from state/government agency (HUD, DSS, DCF, etc.)
- Valid car registration or car insurance policy with address
- Landline phone bill
- Pay stub verifying address
- Bank statement
- Valid CT License
(Change of address labels on back of license NOT valid for proof of residency)
- Homeowner's insurance policy
- Water/sewage utility bill
- Cable or satellite bill
- Heating oil delivery receipt
- 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 ask them to e-mail you a Service Verification Form. Bring or e-mail this form to the registrar.

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- 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 proof of residency documentation (see list above).
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.