



District Residency Verification Information

District: _____

Contact Name: _____

Email: _____

Phone: _____

Street Address: _____

Hours of operation: _____

Directions and Parking Information:

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

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?



REGISTRATION INFORMATION – DOCUMENTS NEEDED

Category	What you need to provide:
1. Child's Proof of Age	Birth Certificate (original preferred, but not required), CT state issued identification document, or Passport. Document must have child's legal name and date of birth.
2. Parent/Guardian ID	A photo identification of the parent/ guardian registering the child must be provided. Acceptable documents include a Driver's License, CT State ID Card, or Passport.
3. Proof of Residency (where you live)	<p>Your home address must be verified at registration through a review of at least three documents, one from each of the three categories listed below. Per Connecticut state law, "residency must be permanent, provided without pay, and not for the sole purpose of obtaining school accommodations."</p> <div style="background-color: #e0f2f1; padding: 5px;"> <p>One document from Category A →</p> <ul style="list-style-type: none"> <input type="checkbox"/> Current mortgage statement and/or mortgage coupon book; or <input type="checkbox"/> Copy of current lease, signed and dated by both landlord and tenant; or <input type="checkbox"/> "Residency Declaration Form" from landlord confirming tenancy <u>plus</u> a copy of current rent payment (i.e., if you rent month-to-month with no lease) <input type="checkbox"/> Section 8 housing agreement <input type="checkbox"/> Certificate of Residency * (see below) <input type="checkbox"/> Copy of property deed </div> <div style="background-color: #fff9c4; padding: 5px;"> <p>One document from Category B →</p> <ul style="list-style-type: none"> <input type="checkbox"/> Current utility bill (gas, electric or propane) or work order showing service installation address <input type="checkbox"/> Phone bill (landline only) <input type="checkbox"/> Cable, satellite or internet provider bill <input type="checkbox"/> Water bill <input type="checkbox"/> Current proof of government benefits showing an address (disability, Medicare, SNAP, etc.) </div> <div style="background-color: #ffe0b2; padding: 5px;"> <p>One document from Category C →</p> <ul style="list-style-type: none"> <input type="checkbox"/> A second utility bill <input type="checkbox"/> A valid driver's license with current address (no stickers) <input type="checkbox"/> Valid Connecticut non-driver's photo identification with current address <input type="checkbox"/> Cell phone bill (not older than 60 days) <input type="checkbox"/> Property tax bill <input type="checkbox"/> Current homeowner's or automobile insurance policy face (declarations) page <input type="checkbox"/> Current payroll stub <input type="checkbox"/> Current bank or credit card statement <input type="checkbox"/> Current letter from a government agency (e.g., military, Social Security) <input type="checkbox"/> Change of address confirmation card from the post office <input type="checkbox"/> Delivery receipt (e.g., appliance or furniture delivery to new dwelling) <input type="checkbox"/> Storage bill </div>
Residency and the student's eligibility to remain in South Windsor Public Schools is subject to review at any time.	
<p><i>* Certificate of Residency. If you reside in a dwelling that is rented or owned by someone else, the person who owns or rents the dwelling ("Host") must complete the Certificate of Residency Form. This form is valid for the duration of the current school year, and must be updated by August 15 annually thereafter. If the child lives with someone other than his/her parent, a Guardian Certificate of Residency Form must be provided. This form is valid for the duration of the current school year, and must be updated by August 15 annually thereafter.</i></p>	
4. Health Assessment Record and List of Immunizations	All students must provide an updated State of Connecticut Health Assessment Record which reflects the child's health history and a list of current immunizations. It is preferred, but not required, that the Health Assessment Form be provided at the time of registration. If not available, it can be provided directly to the school but must be on file with the school nurse before the child can attend school.

If you have questions or need additional information,
contact the Registrar's Office at (860) 291-1244 or registration@swindsor.k12.ct.us.