



District Residency Verification Information

District: Berlin Public Schools

Contact Name: Kim Pethigal, Ashley Dorsey

Email: kpethigal@berlinpublicschools.org, adorsey@berlinpublicschools.org

Phone: 860-828-6581

Street Address: 238 Kensington Road, Berlin, CT 06037

Hours of operation: Monday- Friday 8:00am-4:30pm

Directions and Parking Information:

When facing the town hall complex, parking in the left, rear of the building. The Board of Education entrance is located at the left, rear of the building.

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

Please refer to the Magnet School Registration Form available on the Registration & Residency page of our website: https://www.berlinschools.org/district/registration_residency for more information. The forms can be found in the Magnet/Technical/Non-Public Registration section.

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?

Proof of residency has to be provided all families by completing the Magnet School Registration/Residency Form. The LEARN residency verification form also needs to be completed.

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



Berlin Public Schools

238 KENSINGTON ROAD □ BERLIN, CONNECTICUT 06037-2648
OFFICE (860) 828-6581 □ FAX (860) 829-0832

Magnet School Registration/ Residency Form

Please complete and sign this form and hand deliver, mail, or email it along with any required documents to the attention of **Ashley Dorsey (adorsey@berlinschools.org)**.

STUDENT INFORMATION

Student's Name _____ School _____

Type of Magnet Program (circle one please) CREC LEARN Hartford Host Other _____

Grade ____ Date of Birth _____ Home Phone _____

Home Address _____

Parent 1 Name _____ Cell _____

Work Phone _____ Email _____

Parent 2 Name _____ Cell _____

Work Phone _____ Email _____

Student resides with: Both parents ____ Mother ____ Father ____ Other ____

Please list **all siblings** living in the household, including pre-school age siblings. Use back of form if necessary.

Name _____ Date of Birth _____ Current School _____

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Previous School _____ Date Last Attended _____

Address of Previous School _____

My child has been identified as requiring special education services. Yes No

Please provide information for **both** of the following questions for compliance with government reports and programs.

1. Is this child Hispanic/Latino? (Check one) <input type="checkbox"/> Yes <input type="checkbox"/> No
2. Child's race? (Check all that apply but please select at least one option.) <input type="checkbox"/> Asian <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Island or <input type="checkbox"/> White

PLEASE NOTE: Proof of residency must be provided. In order to complete the registration process, and Residency Verification Form for you school, parents, guardians, or persons with whom the student legally resides must complete this registration form and submit it along with the required documents listed below.

REQUIRED RESIDENCY DOCUMENTS

For All Registrants

- Page one of the registration form
- One **(1)** form of Proof of Residency from the categories A or B **or** Two **(2)** forms of Proof of Residency from category C listed below (required prior completing registration)

Please note: Documents must be less than 60 days old, unless otherwise noted, and must reflect current Berlin address. Account numbers and amounts may be redacted from forms.

CATEGORY A	CATEGORY B	CATEGORY C
<ul style="list-style-type: none"> • Mortgage statement • Copy of property deed if no mortgage statement is available. • Lease – must be unexpired, signed by lessor/lessee and dated. Landlord contact information must be provided. • Notarized Landlord Residency Affidavit, obtained from Board of Education, if no lease exists, if lease is expired, or if lease is weekly or month to month. Landlord contact information must be provided. • Section 8 agreement with dates of tenancy. 	<ul style="list-style-type: none"> • Current utility bill statement or a work order showing service address. <p style="margin-left: 20px;">Examples: Electricity Natural Gas Landline Phone Cable or Satellite Water</p>	<ul style="list-style-type: none"> • Valid driver’s license (stickers not allowed). • Valid CT DMV non-driver’s photo identification with current address. • Valid automobile registration. • Voter registration. • Current auto or homeowner’s insurance declaration page. • Current payroll stub. • Bank or credit card statement. • Court document. • Letter from any government agency. <p style="margin-left: 20px;">With Berlin address and dated for most current tax year:</p> <ul style="list-style-type: none"> • W-2 form • Auto or Property tax bill

For more information, please contact the Berlin Board of Education at 860-828-6581.