

To Residency: _____

From Residency: _____



CERTIFICATE OF RESIDENCY ANNUAL RENEWAL INSTRUCTIONS

(Please read carefully before completing)

- East Hartford Public Schools requires all students registered with a Certificate of Residency to renew annually.
- For continued enrollment, the Certificate of Residency Renewal Form is required to be submitted to the Residency Department or Central Registration on or before August 1st. Central Registration's business hours are Monday thru Friday from 8am to 4pm location – 734 Tolland Street, East Hartford, CT 06108. *****Check our website for summer hours*****
- Non-compliance with this renewal may result in the possible withdrawal from school, cancellation of transportation (if provided by the District) and/or a residency investigation/surveillance.
- To complete the renewal, the parent or guardian, or the student if eighteen (18) or older, is required to submit the Certificate of Residency Renewal Form along with two (2) documents as proof of residency in East Hartford. Please see page 4 for a list of acceptable documents. ***In addition, the Host is required to submit one of the following documents: an unexpired lease, current mortgage statement, deed or one (1) current utility bill in the Host's name.***
- Certificate of Residency Renewals may be verified by a Residency Investigator via an unannounced residency visit before approval.
- If a parent, guardian or the student if eighteen (18) or older, has changed their address since initially enrolling in East Hartford Public Schools, a formal Change of Address is required to be completed at Central Registration to avoid withdrawal. Changes cannot be made at the school level.
- Should any student be found attending East Hartford Public Schools illegally, the student will be subject to withdrawal from school with the right for a hearing under C.G.S. 10-186.
- All questions should be addressed to the Residency Office @ 860-622-5965.

Certificate of Residency Annual

R E N E W A L



CONFIDENTIAL STUDENT/PARENT INFORMATION

(All sections must be filled-out for form to be valid)

1. First Student's Name _____ DOB: _____
(Last) (First) (Middle)

Second Student's Name _____ DOB: _____
(Last) (First) (Middle)

Third Student's Name _____ DOB: _____
(Last) (First) (Middle)

2. Name of Host with Whom Student/Parent Lives _____

3. Name of Student's Father _____

Father's Address _____
(No. and Street) (Town) (State) (Telephone #)

4. Name of Student's Mother _____

Mother's Address _____
(No. and Street) (Town) (State) (Telephone #)

*******RESIDENCY OFFICER'S REVIEW*******

Residency Investigator's Signature: _____ **Date:** _____

LexisNexis Accurint Address Verification: _____

Date Visit Made: _____ **Expiration Date:** _____



CONFIDENTIAL CERTIFICATE OF RESIDENCY RENEWAL

As part of our residency verification process, we are requesting that you as the owner/tenant of the residence in East Hartford verify that:

Name of Student(s): _____

and Student(s) Parent/Guardian: _____ reside with

me at _____.

Address, Apt/Unit #, Town

I, _____ certify that the above named student(s) and

Host (Local Resident, Relative, etc).

parent(s)/guardian(s) reside with me at the above listed address seven (7) days a week, in a residence owned or occupied by me in the Town of East Hartford. I realize that if I make a false statement as to residency, I may be held liable for a share of the cost for the education of the said student(s) if they, in fact, do not reside in East Hartford.

I understand that a Certificate of Residency is only valid for the **current** school year and must be **renewed annually**.

I hereby give consent to the Residency Officer to obtain any information pertaining to my permanent residency (address). This may include a check with prior addresses to verify move, homeowners, landlords, case workers, and utilities, government agencies, housing agencies or any other agencies regarding my permanent residence.

I agree to notify the school immediately regarding the termination of the student's full time physical presence (permanent residency), in the Town of East Hartford in which event the student will no longer be eligible for free school privileges. Finally, I understand that should the student be found to be attending East Hartford Public Schools illegally, the student will be subject to withdrawal from school pending a hearing; and the Town of East Hartford reserves the right to recover the costs of such education from me, the undersigned and or the legal guardian of students listed above.

I understand that a perjured or fraudulent statement may lead to the disenrollment of the above-named student(s).

Signed: _____ Date: _____

Host (East Hartford Legal Resident)

Signed: _____ Date: _____

Parent/Guardian of Student or Student if eighteen (18) or older

If you are unsure whether you have the appropriate documents to renew your Certificate of Residency within the East Hartford Public School District or you need additional information, please contact the Central Registration Office for assistance.

The Parent can demonstrate that they live in the East Hartford Public School District by providing Central Registration with two items from the list below. The Host can demonstrate that they live in the East Hartford Public School District by providing Central Registration with and unexpired lease, current mortgage statement, deed or one (1) current utility bill in the Host's name.

All items must be less than 60 days old, and reflect current address.

We cannot accept self-addressed envelopes, "Shut Off" notices or "junk mail." If you do not have the necessary items, we will work with you to find acceptable documents to establish residency.

- *Any business document from a federal, state, or local government entity. Including but not limited to:*
 - *Connecticut Department of Social Services (examples: HUSKY Health Insurance, Healthy Start, SNAP, and Temporary Family Assistance)*
 - *Connecticut Department of Labor (Unemployment)*
 - *Town of East Hartford Social Services Department*
 - *Connecticut Judicial Branch*
 - *Social Security Administration*
 - *Department of Homeland Security*
 - *U.S. Military*
- *Letter from employer officially verifying your change of address. Must have name, address, and contact number of person signing letter.*
- *Valid Connecticut driver's license or Connecticut Department of Motor Vehicle non-driver's photo identification (no stickers)*
- *Other licenses or permits*
- *Court orders, state agency agreements and other evidence of court or agency placements or directives*
- *Insurance (examples: health, auto, life, disability, homeowners, renters)*
- *Utility bill less than 60 days old. (Electricity, gas, oil, propane, landline phone, cable TV, Direct TV or Satellite TV, water)*
- *Cell phones bill*
- *Auto registration*
- *Voter registration*
- *Property tax bill*
- *Payroll stub*
- *Bank or credit card statement*
- *Other financial account information (e.g., brokerage or retirement)*
- *U.S. Postal Service "Welcome Letter" showing new address (helpful when coming from another State)*
- *Storage bill*
- *Delivery receipts*
- *Any other form of documentation relevant to demonstrating entitlement to attend East Hartford Public Schools. Forms subject to Residency Officer's approval.*