

Residency Verification Requirements

Residency verification is required for the following situations:

<p><u>New Enrollment</u></p> <ul style="list-style-type: none"> - If you are a new resident to Ledyard and are enrolling your child(ren) in Ledyard Public Schools 	<p><u>School Choice/Out of District (OOD)</u></p> <ul style="list-style-type: none"> - If you are enrolling your child(ren) in a magnet, technical or charter school; - If your child has a special education placement outside of Ledyard. (annual verification required)
<p><u>Change of Address</u></p> <ul style="list-style-type: none"> - If you move within Ledyard 	<p><u>Transfer (School Choice/OOD back to a Ledyard Public School)</u></p> <ul style="list-style-type: none"> - If your child(ren) transfers from a magnet, technical or charter school; - If your child has a special education placement outside of Ledyard and is returning to one of the public schools in the district.
<p><u>Family Living with Another Family</u></p> <ul style="list-style-type: none"> - If your family is residing with relatives or non relatives in Ledyard, when it is the intention of both the relatives/non relatives and the family that such residence is to be permanent. 	<p><u>Child(ren) Living with Another Family</u></p> <ul style="list-style-type: none"> - If your child(ren) is residing with relatives or non relatives in Ledyard, when it is the intention of both the relatives/non relatives and the children's parent(s)/guardian(s) that such residence is to be permanent.

RESIDENCY VERIFICATION PROCEDURES

Depending on your situation, the following verification requirements must be completed:

New Enrollment

- School enrollment form
- Residency Requirement and Verification Notice
- Notarized Residency Affidavit
- Residency Questionnaire
- Provide residency verification documentation (see table)
- Release of Information Authorization (FERPA/HIPPA Compliant Authorization)
- Health Assessment Record

Change of Address

- Residency Requirement and Verification Notice
- Change of Address form
- Provide residency verification documentation (see table)

School Choice/Out of District (OOD) Verification required annually

- Residency Requirement and Verification Notice
- Notarized Residency Affidavit
- Residency Questionnaire
- Provide residency verification documentation (see table)
- Transportation Emergency Contact form

Transfer (School Choice/OOD back to In District)

- School enrollment form
- Residency Requirement and Verification Notice
- Notarized Residency Affidavit
- Residency Questionnaire
- Provide residency verification documentation (see table)
- Release of Information Authorization (FERPA/HIPPA Compliant Authorization)
- Health Assessment Record
- Release of Records Request form

Family Living with Another Family

- Residency Requirement and Verification Notice (completed by **host** family)
- Notarized Residency Affidavit completed and submitted by **host** family
- Provide residency verification documentation (see table)
- Residency Questionnaire Form

Child(ren) Living with Another Family

- Residency Requirement and Verification Notice (completed by **host** family)
- Notarized Residency Affidavit completed and submitted by **host** family
- Provide residency verification documentation (see table)
- Residency Questionnaire Form
- Authorization for Emergency Custodial and Educational Decision Making (notarized)

Proof of Residency Documentation

Please provide one (1) mandatory item from Category A and one (1) from Category B. If unable to provide from Category B, two items from Category C are required. Account numbers and amounts may be redacted from forms. **In addition, a photo ID is required.**

*****DOCUMENTS IN CATEGORIES B & C ARE REQUIRED TO BE LESS THAN 60 DAYS OLD AND MUST REFLECT YOUR CURRENT LEDYARD ADDRESS*****

Acceptable Documentation for Proof of Residency		
Category A (Mandatory)	Category B	Category C
<ul style="list-style-type: none"> ● Current mortgage statement ● Copy of property deed if no mortgage statement is available ● Settlement statement or closing disclosure (new homeowners only) ● Lease - must be unexpired, signed by lessor/lessee, dated and landlord contact information must be provided ● Notarized Landlord Residency Affidavit Form with landlord contact information if no lease exists, if lease is expired, or if lease is weekly or month to month ● Section 8 agreement with dates of tenancy 	<ul style="list-style-type: none"> ● Current utility bill statement - complete bill required, not just payment stub ● Utility work order showing service address for new homeowners. Examples include: <ul style="list-style-type: none"> ○ Electricity ○ Natural Gas ○ Landline Phone ○ Cable/Satellite ○ Water <p><i>Cell phone bills and shut off notices are not acceptable</i></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 homeowners insurance declaration page ● Current payroll stub ● Bank or Credit Card statement ● Court document ● Letter from any government agency <p>With Ledyard address and dated for most current tax year:</p> <ul style="list-style-type: none"> ● W-2 form ● Auto or property tax bill

For questions please contact the Office of the Superintendent at 860-464-9255 located at 4 Blonders Blvd. Ledyard, CT 06339