

Manchester Public Schools

45 North School Street

Manchester, CT 06042

CERTIFICATION OF RESIDENCY

"Certification of Residency Form" is required if the parent/guardian and student(s) are residing in Manchester and do not have proof of residency. In such cases this form must be forwarded to the district residency office for review and prior approval before enrollment. An investigation will be conducted and supplemental information may also be requested.

This form is also used when the parent/guardian and the student(s) cannot provide proof but are claiming to live with a legal Manchester resident. The Manchester resident must provide proof of their residency prior to enrollment and are subject to bills for tuition reimbursement if found to be fraudulently claiming the student is residing with them.

This form is only valid for the current academic school year. It must be renewed yearly by completing the renewal form. If it is not renewed or the student's parent/guardian does not establish residency in Manchester, then the student will be subject to disenrollment from Manchester Public Schools. This form is usually only approved for renewal one time. It is assumed that the parent/guardian will be able to provide the district with proof of residency documentation after one academic year of residency in Manchester.

Manchester Resident:

I do hereby certify:

My name is _____ and I own/rent the residence at
(Circle one)

_____. I certify that
Address

_____. And their parent/guardian,
Student (s)

_____, reside with me at the above listed address. I realize
Parent/Guardian

that if I make a false statement regarding residency, I may be held liable for the cost of the full tuition of the student(s) if, in fact, they do not live in Manchester. My relationship to the student and their family is that I am their _____.
Relationship to family

Parent/guardian of student:

I do hereby certify that my child(ren) and I are permanently residing at the above address. I also understand that my failure to respond to this request, or that a perjured or fraudulent statement, may lead to disenrollment of my child(ren). I also understand that I may be prosecuted under criminal statutes in the State of Connecticut and this can be used in a court of law.

*Homeowner/Lessee Signature
(*Person with whom family will be living.)

Parent/Guardian Signature

Homeowner/Lessee Phone Number

Parent/Guardian Phone Number

Sworn to and subscribed before me,

this _____ day of _____, 20 _____

Notary Public Signature

Contact Telephone # For Notary Public

- Both the *homeowner and the parent/guardian residing with the homeowner must both come in to notarize their signatures in person and together.
- Each person needs two forms of ID, one with their picture and the 2nd with their signature on it.
- Do not sign the form until you are in front of the Notary.