

# 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)

\_\_\_\_\_  
Address . I certify that

\_\_\_\_\_  
Student (s) And their parent/guardian,

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

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.

# REQUIRED PROOF OF RESIDENCY DOCUMENTS

If you are a **HOMEOWNER**, you must bring in a **VALID PHOTO ID** and one (1) of the following documents:

- Current mortgage statement, Homeowner's property tax statement or deed to home
- AS WELL AS ANY OTHER TWO (2) ITEMS FROM THE LIST BELOW:  
(Items must be less than 30 days old and contain name and address. Shut off notices not accepted.)

If you are a **RENTER**, you must bring in a **VALID PHOTO ID** and the following documents:

- Valid current rental/lease agreement, with landlords name and contact information, signed by both parties
- AS WELL AS ANY OTHER TWO (2) ITEMS FROM THE LIST BELOW:  
(Items must be less than 30 days old and contain name and address. Shut off notices not accepted.)

- Current electric or natural gas utility bill
- Letter from state/government agency (HUD, DSS, DCF, etc.)
- Valid car registration or car insurance policy with address
- Landline phone bill
- Pay stub verifying address
- Bank statement
- Valid CT License  
(Change of address labels on back of license NOT valid for proof of residency)
- Homeowner's insurance policy
- Water/sewage utility bill
- Cable or satellite bill
- Heating oil delivery receipt
- W-2 form

**Please note: If you have not received a utility bill yet, you may call CNG at 860-727-3034 or Eversource at 1-800-286-2000 and ask them to email you a Service Verification Form. Bring or email this form to the registrar.**

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- **If you do not own or rent a home but are residing with a Manchester resident**, then both parties must obtain and sign a **notarized CERTIFICATION OF RESIDENCY FORM (YSB-14)**. Both parties must provide: Valid Photo ID and the Manchester resident must provide proof of residency documentation (see list above).  
**Valid for one year**
  - If you move within the school district you **MUST** verify residency by providing documents from the list above.
  - Supplemental information or proof may be requested by the Residency Office at any time if residency is unclear.
  - **Without proof of residency the registration process cannot be completed.**

**PLEASE NOTE:** Junk mail, USPS forwarding requests, personal mail or envelopes are not legitimate residency documents for school registration. **Documents must be less than 30 days old, and reflect the current Manchester address.** Account numbers and amounts may be redacted from forms. Forms are subject to approval by the Residency Office.