In order for a student to attend public school in Waterford, the student’s parent or legal guardian or the adult student must live in Waterford or the parent/guardian or adult student must officially establish residency in Waterford with “another person” under the following conditions:

1. Residency with another person is intended to be permanent.
2. Residency is provided without pay from the student or his/her family.
3. Residency is not for the sole purpose of obtaining school accommodations in Waterford.
4. The other person signs a notarized affidavit stating that the student is residing with them.
5. The parent/guardian submits a notarized affidavit.

Enclosed is a Residency Questionnaire along with affidavits that are applicable to your situation. Please complete these forms personally and have the affidavits notarized. Please note that you need to be in the presence of the Notary Public when you sign the document(s). For your convenience, the Assistant Superintendent’s office provide notary services.

Unless we receive these documents which prove the student(s) have a permanent address in Waterford, your child(ren) will not be enrolled.

Upon completion and enrollment, you will have 30-45 days to provide current residency documentation. This could consist of: utility bills, tax bills, car registration, bank statements, credit card statements, and land line telephone bills. The Assistant Superintendent’s office will require at least two (2) forms of current documentation. You may contact the Assistant Superintendent’s office if you need assistance with providing this documentation at 860.444.5854.
Waterford Public Schools – Residency Questionnaire

1. Name of Student ___________________________________________ Male/Female

2. Address ___________________________________________ Age ________

3. Student at this residence since (date) ___________________________ Grade ________

4. Name of Parent/Guardian ___________________________________________

5. Name of Host (if living with other than Parent/Guardian) ___________________________

6. Home Phone ___________________________ Cell Phone ___________________________

7. Student’s previous address ___________________________________________

8. Previous school student attended ___________________________

9. Primary address where the student spends the night ___________________________
   Number of nights ________

10. Other address(es) where the student spends the night ___________________________
     ___________________________ Number of nights ________

The information provided in this document is accurate and I authorize representatives of Waterford Public School to verify this information. I understand that only children legally entitled to do so may attend Waterford Public Schools and that Connecticut State Statutes and Waterford Board of Education policies require students to reside within the town and that local student residence is intended to be permanent, provided without pay, and not for the sole purpose of obtaining school accommodations.

I hereby acknowledge that if any of the above statements are proven false, I will be held accountable to the Town of Waterford for daily tuition for each day the child is registered and that the child will be withdrawn from the school immediately.

I further understand that a perjured or fraudulent statement may lead to my prosecution under Criminal Statutes of the State of Connecticut, and that false statements made in order to received educational benefits may constitute the crime of defrauding a public community, a felony under Connecticut Law. I also understand that this document may be used in a court of law as evidence against me.

__________________________  ________________________
Signature of Person Completing Form  Date

__________________________  ________________________
Printed Name  Relationship to Student

******************************************************************************
FOR OFFICE USE ONLY

☐ Photo ID  ☐ Mortgage  ☐ Lease  ☐ Custody or Guardianship Papers  ☐ Car Registration
☐ Library Card  ☐ Rent Receipts  ☐ Utility Bills  ☐ Tax Documents  ☐ Other Mail
☐ Affidavits Completed  ☐ Additional Documents Required: ___________________________

12/2011
AFFIDAVIT OF RESIDENCY FOR SCHOOL ATTENDANCE PURPOSES
PARENT/GUARDIAN

STATE OF CONNECTICUT }  ss:
COUNTY OF NEW LONDON }

Personally appeared, ____________________________, who made oath to the following:
(parent/legal guardian)

I and my child(ren) ____________________________ reside at
(name of child(ren))

_________________________________________ with ___________________________.
(Waterford address) (name of tenant/property owner)

I realize that if I make a false statement as to residency, I may be held liable for the cost for the education of said
student(s) if they, in fact, do not reside in Waterford. I also understand that this document may be used as
evidence in a court of law. I agree to immediately notify Waterford Public Schools if the above-mentioned
student(s) cease(s) to reside at this address.

______________________________
(Signature of Affiant)

Subscribed and sworn to, before me, this _____ day of ____________, ______

______________________________
Notary Public / Commissioner of the Superior Court
AFFIDAVIT OF RESIDENCY FOR SCHOOL ATTENDANCE PURPOSES
PROPERTY OWNER

STATE OF CONNECTICUT } ss:
COUNTY OF NEW LONDON }

Personally appeared, ____________________________, who made oath to the following:

(property owner)

I own the residence at ____________________________ and attest that

(Waterford address)

_________________________ and

(name(s) of student(s))

_________________________ reside at the above mentioned address.

(name of parent/legal guardian)

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 said student(s) if they, in fact, do not reside in Waterford. I also understand that this document may
be used as evidence in a court of law. I agree to immediately notify Waterford Public Schools if the above-
mentioned student(s) cease(s) to reside at this address.

_________________________
(Signature of Affiant)

Subscribed and sworn to, before me, this _____ day of ____________, ______
STATE OF CONNECTICUT  }
COUNTY OF NEW LONDON  }

Personally appeared, ____________________________________________, who made oath to the following:

(local resident/tenant)

I reside at _______________________________________________ and attest that

(Waterford address)

_________________________________________________________ and

(name(s) of student(s))

_________________________________________________________ reside at the above mentioned address.

(name of parent/legal guardian)

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 said student(s) if they, in fact, do not reside in Waterford. I also understand that this document may be used as evidence in a court of law. I agree to immediately notify Waterford Public Schools if the above-mentioned student(s) cease(s) to reside at this address.

_________________________________________________________

(Signature of Affiant)

Subscribed and sworn to, before me, this _____ day of ____________, ______

Notary Public / Commissioner of the Superior Court
AFFIDAVIT OF RESIDENCY FOR SCHOOL ATTENDANCE PURPOSES
PARENT/GUARDIAN

STATE OF CONNECTICUT } ss:
COUNTY OF NEW LONDON }

Personally appeared, ____________________________, who made oath to the following:

   (parent/guardian)

1. I am the Parent/Guardian of _____________________________.
   (name of child(ren))

2. I reside at ____________________________ in the Town of ____________________________,
   (street address)
   State of _____________________________.

3. I certify that my child(ren) are not living with me because _____________________________.
   _____________________________.

4. It is my intention that my child(ren) reside with ____________________________ of the Town
   (name of host)
   of Waterford, State of Connecticut, and that such residence be permanent, and that it is not for the sole
   purpose of obtaining school accommodations in Waterford.

5. I do not now pay, nor have I paid, nor do I intend to pay ____________________________
   (name of host)
   for providing such residence.

6. I realize that if I make a false statement as to residency, I may be held liable for the cost for the education of
   said student(s) if they, in fact, do not reside in Waterford. I also understand that this document may be used
   as evidence in a court of law. I agree to immediately notify Waterford Public Schools if the above-
   mentioned student(s) cease(s) to reside at this address.

                          ____________________________
   (Signature of Affiant)

Subscribed and sworn to, before me, this _____ day of ____________, ______

____________________________
Notary Public / Commissioner of the Superior Court
AFFIDAVIT OF RESIDENCY FOR SCHOOL ATTENDANCE PURPOSES

HOST

STATE OF CONNECTICUT  }
 }  ss:
COUNTY OF NEW LONDON  }

Personally appeared, ___________________________________________, who made oath to the following:

(local resident)

1. I reside at ___________________________________________ in the Town of Waterford, State of Connecticut, and
   (street address)
   ___________________________________________ also reside(s) with me.
   (name of student(s))

2. I certify that this/these student(s) are living with me because ________________________________
   ________________________________
   ________________________________
   ________________________________
   ________________________________

3. As the host of the student named on this form, and as a resident of the Town of Waterford, I attest to the
   accuracy of the information contained in this form. Further, I certify that, as a permanent resident of the
   Town of Waterford, the student is eligible for free school privileges. I agree to notify school officials
   immediately regarding the termination of the student’s permanent residency in the Town of Waterford 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 Waterford Public Schools illegally, the Waterford Public
   Schools reserves the right to recover the costs of such education from me, the undersigned. I understand
   that a perjured or fraudulent statement may lead to my prosecution under the criminal statutes of the State of
   Connecticut. I also understand that this document may be used in a court of law as evidence against me.

   ___________________________________________
   (Signature of Affiant)

Subscribed and sworn to, before me, this _____ day of ____________, ______

Notary Public / Commissioner of the Superior Court
AFFIDAVIT FOR HANDLING STUDENT MATTERS
(to be used when student is residing with other than Parent/Guardian)

STATE OF CONNECTICUT )
COUNTY OF NEW LONDON ) ss:

I am the Parent of _______________________________________.
(name of child(ren))

I hereby certify that said _____________________________ has full right to act in my child(ren)’s
(Person’s Name)
behalf concerning any and all school disciplinary, administrative, and medical matters.

________________________________________
(Signature of Parent)

I, ________________________________, understand that I have full responsibility for
(Name of Person)
the above named student(s) concerning any and all school disciplinary, administrative, and medical matters.

________________________________________
(Signature of Host)

Subscribed and sworn to, before me, this _____ day of ____________, ______

___________________________
Notary Public / Commissioner of the Superior Court
Date:

Parent(s) Address:

Re: [Student(s) Name]

Dear [Name of Parent(s)]

We are conducting a review of residency status. It is requested that you supply at least two (2) forms of current supporting documentation to continue residency status in Waterford Public Schools. This documentation must be presented to the Waterford Public Schools Assistant Superintendent’s Office in the Town Hall on or before [date]. Acceptable documents consist of: current driver’s license, utility bills, guardianship papers, mail received, paychecks, bank statements, and other documents that support current residency in the town of Waterford. This will ensure that your child(ren) will be classified as (a) current resident(s), and return to school will not be questioned.

Section 10-253(d) of the General Statutes of Connecticut states, in part, the following:

“...that such residence is to be permanent, provided without pay and not for the sole purpose of obtaining school accommodations... A local or regional board of education may require documentation from the parent or guardian, the relative or non relative, emancipated minor or pupil eighteen years of age or older that the residence is to be permanent, provided without pay, and not for the sole purpose of obtaining school accommodations provided by the school district.”

The Assistant Superintendent’s Office will be open Monday through Friday from 8:30 a.m. to 4:00 p.m. If you need assistance in presenting the required documentation for your particular situation, please call 860.444.5854. We are willing to review your file to see what documentation would be accepted in this review process.
Date:

Parent(s) Address:

Re: [Student(s) Name]

Dear [Name of Parent(s)]

Your son(s)/daughter(s), [Student Name], (a) student(s) at [School(s)], do(es) not meet residency requirements to attend Waterford Public Schools. Connecticut State Statutes and Waterford Board of Education Policies require students to reside within the town and that local student residence is intended to be permanent, provided without pay, and not for the sole purpose of obtaining school accommodations.

Our investigation has concluded that your child(ren) reside(s) with you at [address]. [Short description of evidence].

The evidence clearly shows that [Student(s) Name] do(es) not reside in Waterford and should be enrolled in the district in which he/she/they reside(s). Therefore, you must withdraw [Student(s) Name] from Waterford Public Schools by [date].

Please be advised that you have the right to appeal this determination per Connecticut General Statute §10-186(b) by requesting a hearing before the Board of Education. Your request for a hearing must be in writing and must be received within ten (10) days of receipt of this letter. If you will be represented by an attorney, please include the name, address, and phone number of your attorney so that a mutually convenient hearing date and other details can be arranged by the Board of Education’s attorney. Failure to provide a written request for the hearing before the Board of Education within the ten (10) day period will result in denial of school privileges as of [date].

During the hearing process and any subsequent appeals, your child can remain in school; however, Waterford Public Schools has the right and will seek payment of tuition for such period if your child is ultimately found ineligible for school privileges per Connecticut General Statute §10-186(b)(2) and (4).
WATERFORD PUBLIC SCHOOLS
(Final Notice of Disenrollment)

Date:

Parent(s) Address:

Re: [Student(s) Name]

Dear [Name of Parent(s)]

On, [Date], we sent you a registered letter outlining our investigation, which concluded that your child(ren) do(es) not have a permanent residence in Waterford. Further, we afforded you an opportunity to request a hearing by the Waterford Board of Education regarding eligibility for school accommodation in Waterford.

As of this date, you have not yet responded to our correspondence. Based on our investigation, we are denying school accommodation to and disenrolling [Child(ren)”s Name(s)] as of this date. If your child(ren) has/have any personal items in the school building where he/she has been attending school, please contact the principal to arrange an appointment to pick them up.

We encourage you to contact the [Town] Public Schools in order to enroll your child(ren) so that his/her/their education is not interrupted.

If you have any questions regarding this matter, do not hesitate to contact me.
WATERFORD PUBLIC SCHOOLS
(Notice of Hearing)

Date:

Parent(s) Address:

Re: [Student(s) Name]

Dear [Name of Parent(s)]

You have requested a hearing before the Waterford Board of Education regarding my correspondence to you dated [date]. The Waterford Board of Education will conduct a hearing regarding your claim on [date hearing scheduled] at [time hearing scheduled]. The hearing will be held at the Waterford Town Hall, which is located at 15 Rope Ferry Road, Waterford, Connecticut, 06385.

As you know from the letter to you dated [date], the administration has determined that your child(ren), [name(s)], is not entitled to free school accommodations in the Waterford Public Schools, as he/she/they reside in [Town].

The hearing will be conducted in accordance with the provisions of Section 10-186 of the Connecticut General Statutes, a copy of which is enclosed. As set forth in Section 10-186, under Section 10-186, the party who is denied schooling has the burden of proving residency. The hearing will be conducted in executive session, and the Board of Education will make either a tape recording or a stenographic record of the hearing. You may be represented by counsel or by an advocate, at your expense, if you so desire.

Please contact me if you have any questions.
Date:

Parent(s) Address:

Re: [Student(s) Name]

Dear [Name of Parent(s)]

As you know, a subcommittee of the Waterford Board of Education held a residency hearing on [date] regarding your child(ren), [name(s)]. [Short summary of hearing findings]. Enclosed is a copy of the “Decision and Finding of Facts” dated [date].

Also enclosed is a copy of Section 10-186 of the Connecticut General Statutes, which outlines your right to file an appeal to the State Board of Education.

If you have any questions, please feel free to contact me at your earliest convenience.