

Windsor Southeast Supervisory Union

VERIFICATION OF RESIDENCY OF PUPILS

The Windsor Southeast Supervisory Union, comprised of the Hartland, West Windsor, Windsor, and Weathersfield School Districts, is responsible for ensuring the education of pupils who are residents in the various school districts. We are making every effort to ensure the continued quality of education that the residents of the Supervisory Union have come to expect. In addition, the various school boards have a responsibility to the taxpayers of these Districts to be assured that the District is only educating those pupils whose parents, legal guardians or custodians have chosen to make the District their residence or who meet the statutory exceptions to the residency requirement. Accordingly, the individual District may, consistent with state statute, refuse to accept or may dismiss pupils who are not legal residents of the District.

In order to determine whether a pupil is a legal resident as defined by Vermont Law, the District must require proof of residency as described below and completion of the "Affidavit Concerning Pupil Residence." Your cooperation in this effort is appreciated.

Parents, legal guardians and custodians of pupils and emancipated minors enrolling in any of the individual school districts for the first time, re-enrolling after withdrawal, or whose residence is being questioned, must supply to the principal of the school in which enrollment is being sought the following residency information:

1. Proof of town residency from **ONE** of the following:
 - a. Current tax bill
 - b. Current mortgage papers/closing statement showing an address in the town where residency is being sought and the name of the parent or legal guardian, or custodian.
 - c. Formal lease showing the name, address and telephone number of the landlord, address, in the town where residency is being sought, and name of lessee.
 - d. A notarized letter from the landlord stating the address of the residence being leased and the name(s) of the lessee(s), along with the landlord's address and telephone number.

AND

2. Proof of Vermont residency from **TWO** of the following:
 - a. Valid Vermont drivers license with town address.
 - b. Valid Vermont identification card with town address.
 - c. Valid voter registration card or receipt with town address.
 - d. Valid Vermont vehicle registration card.
 - e. Current utility bill in your name.
 - f. Current town library card with your name and address.
 - g. Valid automobile insurance card.
 - h. Bank Statement for last or current month (**financial information withheld**).
3. If the minor pupil's natural parents are divorced, the parent must provide a copy of the following portions of the current divorce decree: its title page, the section granting custody and control of the pupil, any amendment affecting custody and control, and the signature page. [If both parents

have custody, residency is where either parent lives. If one parent has sole custody, the pupils' residence is only with that parent 16 V.S.A. 1075(a)(1)]

4. If the pupil resides in town where residency is being sought with a legal guardian or custodian, the guardian or custodian must provide the following:
 - a. A court document or a DCF Placement/Payment Authorization Form granting legal custody and control of the pupil to the non-parent.
 - AND**
 - b. Completion of the "Affidavits Concerning Pupil Residence."
 - AND**
 - c. Provide alternative to residency for tuition.

If the pupil resides in the town where residency is being sought as an emancipated minor, the natural parent or legal guardian, and the emancipated minor must complete an Affidavit Concerning Pupil Residence.

5. Parents, legal guardians or custodians of pupil(s) who are not town residents and wish the pupil(s) to attend the town school district, must supply the appropriate custody information for the pupil(s) they wish to enroll, and they must: apply to the Superintendent for the pupil(s) to be admitted as a non-resident (tuition) pupil.

Please provide to the school principal the appropriate above stated documents and a completed Affidavit Concerning Pupil Residence within the next thirty (30) days. Failure to timely provide the principal with the appropriate documents and the completed attached Affidavit will result in your being billed for tuition and/or may result in your child being excluded from school.

Please note: THE AFFIDAVIT CONCERNING PUPIL RESIDENCE REQUIRES A NOTARIZED SIGNATURE. For your convenience, a notary is available, free of charge, at the Superintendent's Office, Windsor Southeast Supervisory Union, 105 Main Street, Suite 200, Windsor, Vermont.

This (these) document(s) will be reviewed by the administration of the district and a decision will be made as to whether the responses comply with the laws of the State of Vermont, as they relate to establishing residency for school attendance purposes.

Any decision regarding residency may be appealed in writing to the local School Board. If the Superintendent denies enrollment, and the pupil will not be in attendance for at least two days pending a Board hearing, the Commissioner of the Department of Education may issue a temporary order requiring enrollment. Once the board has made its decision any interested person or taxpayer, may appeal the decision to the Commissioner of Education whose decision shall be final.

AFFIDAVIT CONCERNING PUPIL RESIDENCE

Answers to the following inquiries are necessary in determining residency for school attendance.

IF YOU MAKE AN ANSWER THAT YOU KNOW IS FALSE, YOU CAN BE CRIMINALLY PROSECUTED, RECEIVE JAIL TIME AND/OR FINED UP TO \$10,000. SEE 13 V.S.A. 3016, FALSE CLAIM.

I, _____ first being duly sworn, depose and say:
 Print Name

General Information:

1. Name of Pupil: _____
2. Address where pupil presently lives: _____
3. Name of Parent 1 (Mother/Father): _____
4. Where does Parent 1 live: _____
5. Name of Parent 2 (Father/Mother): _____
6. Where does Parent 2 live: _____
7. Are the parents divorced: _____
8. Who has custody of the pupil:
 - Parent: _____
 - Guardian: _____
 - Agency: _____
 - Other: _____
9. What is the date of the divorce decree: _____
10. A copy of the divorce decree and any amendment must be furnished as described in the Verification of Residency, #3.

If a pupil is not living with a parent:

11. Name of person(s) with whom the pupil lives: _____
12. Address and phone number of person(s) with whom pupil is living: _____
13. Relationship of each said person(s) to the pupil: _____
14. Why is the pupil living with said person(s): _____
15. On what date did the pupil move in with this person(s): _____
16. Does the person(s) with whom the pupil is staying have authority to discipline this pupil: _____
17. Is the person(s) with whom the pupil is staying paid any money for food, housing or for keeping the pupil: _____
18. For how long is the arrangement with the person(s) with whom the pupil is staying: _____
19. Has the person(s) with whom the pupil lives become legal guardian of the pupil: _____
If the answer is yes, attach a copy of the guardianship order.
20. Why was the guardianship secured: _____
21. Where did the pupil reside during the previous summer: _____
22. Do you pay any money to support the pupil: _____
23. Who declares the pupil as a dependent for income tax purposes: _____
24. Who is authorized to receive report cards: _____

25. Who would attend parent conferences at the school: _____
26. Who would receive notifications in case of pupil discipline, suspension or expulsion: _____
27. On Saturday's and Sunday's, where does the pupil stay: _____
28. Has the pupil's residence within the School District been established solely for the purpose of attending the schools here? _____

The foregoing facts are sworn in order to induce the School District to enroll the pupil in the schools of the District.

I certify that I understand the residency requirements and that I know the penalty for fraudulent registration.

My signature below indicates that if, after further investigation, any of the above information, including the questionnaire, is fraudulent, the pupil may be disenrolled from the Windsor Southeast Supervisory Union, comprised of Hartland, West Windsor, Windsor and Weathersfield School Districts. Further, I understand that I will be billed for tuition at the current daily rate from the first day of attendance through the last day of attendance and I agree to pay such bill. Finally, I understand that I may be subject to CRIMINAL prosecution if I have knowingly answered any of the above questions falsely.

Dated at Windsor, Vermont this _____ day of _____, 20__.

Signature

Print Name

Relationship to Pupil: _____

STATE OF VERMONT
WINDSOR COUNTY, SS.

Subscribed and sworn to before me this _____ day of _____, 20__.

Notary Public Commission Expires 20__