



**NEW STUDENT RESIDENCY AND REGISTRATION
CHECKLIST REQUIRED DOCUMENTS**
RESIDENCIA DEL NUEVO ESTUDIANTE E INSCRIPCIÓN LISTA DE LOS DOCUMENTOS REQUERIDOS

STUDENT'S NAME: _____
Nombre del estudiante

SCHOOL NAME: _____ **SCHOOL GRADE:** _____
Nombre de la escuela *Grado*

RESIDENCY VERIFICATION *Verificación de Residencia*

1. _____ **Affidavit of: Parent/Guardian (Form A1) OR Sponsor (Form A2) OR Legal Residence (Form A3)**
Declaración Jurada de: Padre o Tutor (Formulario A1) O Patrocinador (Formulario A2) O Residencia Legal (Formulario A3)
2. _____ **Homeowners: Mortgage statement, deed or real estate tax bill**
Propietarios: factura de la hipoteca, título de propiedad o impuesto sobre bienes inmuebles
OR
Renters: Current signed lease OR landlord Affidavit (Form B) Lease expiration date: _____
Inquilinos: contrato vigente firmado Y declaración jurada del propietario (Formulario B) Fecha de vencimiento del arrendamiento
3. _____ **Two (2) current utility bills gas electric oil water cable only (No Telephone)**
Dos facturas vigentes: gas/luz/combustible para la calefacción/agua/cable (La factura del teléfono no sirve)

REGISTRATION *Inscripción*

4. _____ **Original birth certificate or passport (must have raised seal)**
Certificado de nacimiento original o pasaporte (debe tener un sello oficial)
5. _____ **Registration form (basic student information form) (Form C)**
Formulario de inscripción (Formulario básico con la información del estudiante) (Formulario C)
6. _____ **Emergency Contact form (Form D)**
Formulario con la información de contacto en caso de emergencia (Formulario D)
7. _____ **Request for student records form (Form E)**
Formulario para solicitar el expediente escolar del estudiante (Formulario E)
8. _____ **Current report card / high school transcript**
Boletín de notas actual / Expediente escolar de secundaria

HEALTH/OTHER *Salud/ Adicionales*

9. _____ **Health Assessment Record (Medical/immunization records) (Form F)**
El informe médico y las vacunas (Formulario F)
10. _____ **Acceptable Use and Internet Safety Agreement (Form G)**
Uso aceptable y Acuerdo de la Seguridad en Internet (Formulario G)
11. _____ **Publicity Release Form (Form H)**
Formulario De Autorización Para La Publicidad (Formulario H)
12. _____ **Custody Paperwork (if applicable)**
Los trámites de la custodia (si aplica)
13. _____ **IEP Evaluations (if applicable-special education)**
Evaluaciones del plan de educación individual o IEP (si aplica - educación especial)

For School Office Use Only / Para uso exclusivo de la oficina escolar

For Residency Office Use Only / Para uso exclusivo de la oficina de residenc



**AFFIDAVIT OF PARENT / GUARDIAN
GREENWICH PUBLIC SCHOOLS**

I hereby certify that _____ is my _____
(Student's Name) (Relationship)

Moreover, that he/she resides with _____ who is _____
(Name of person) (Relationship/s)

at _____ / _____
(Street #, Address) (Telephone #)

I further certify that this is intended to be a bona fide permanent address at which my child will be living for _____ days and _____ nights per week and that I am not providing payment for having my child reside with anyone.

As a parent/guardian of the student named on this form, and as a resident of the Town of Greenwich, I attest to the accuracy of the information contained in this form. Further, I certify that, as a permanent resident of the Town of Greenwich, the student is eligible for free school privileges. I agree to notify the Greenwich Public School Residency Office, at 290 Greenwich Avenue, Greenwich, CT 06830, within 15 days of termination of the student's permanent residency in the Town of Greenwich, 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 the Greenwich Public Schools illegally, the Town of Greenwich 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.

Date: _____

Signature: _____ Print Name: _____



**AFFIDAVIT OF SPONSOR
GREENWICH PUBLIC SCHOOLS**

I hereby certify that _____ is my _____
(Student's Name) (Relationship)

moreover, that he/she legally resides with me at

(Street #, Address, Telephone #)

I further certify that this is intended as a bona fide permanent address, that this student will be living with me ___ days and ___ nights per week, that I am not receiving payment for having this student with me, and that my sponsorship is not for the sole purpose of obtaining school accommodations.

I certify that this student is residing with me because _____

As the sponsor of the student named on this form, and as a resident of the Town of Greenwich, I attest to the accuracy of the information contained in this form. Further, I certify that, as a permanent resident of the Town of Greenwich, the student is eligible for free school privileges. I agree to notify the Greenwich Public School Residency Office, at 290 Greenwich Avenue, Greenwich, CT 06830, within 15 days of termination of the student's permanent residency in the Town of Greenwich, 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 the Greenwich Public Schools illegally, the Town of Greenwich 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.

* * If you are the guardian of the student, please indicate the date and source of your authority:

Date _____ Authority _____

Signature of Sponsor _____ Print Name _____



**AFFIDAVIT OF LEGAL RESIDENCE /
HOMELESS / SHELTER / DCF PLACEMENT
GREENWICH PUBLIC SCHOOLS**

The Greenwich Board of Education, in compliance with statute 10-253(d) of the State of Connecticut, requires this form to be completed for any student who claims residence in Greenwich and is not residing with his or her parent/guardian(s) and whose parent/guardian(s) are not residing in Greenwich. This form is required when there is a question about the child's actual residence. The student, parent/guardian and person with whom the student is living must fill out this form together.

Date _____

1. Student's Name _____ DOB: _____
(Last) (First) (Middle)

2. Student's Greenwich Address _____
(Street #, Address) (Telephone #)

3. Name of Person with Whom Student Lives _____
Relationship _____
Address _____
(Street #, Address) (Telephone #)

4. Date Student Moved to Greenwich _____
(Month) (Day) (Year)

5. Student's Former Address _____
(Street #, Address) (Town) (State)

6. Former School _____ Grade _____

7. Name of Student's Father _____
Father's Address _____
(Street #, Address) (Town) (State) (Telephone #)

8. Name of Student's Mother _____
Mother's Address _____
(Street #, Address) (Town) (State) (Telephone #)

9. Name and Address of Student's Court Appointed Legal Guardian, if applicable:

Signature: _____ Print Name: _____



**AFFIDAVIT OF PROPERTY OWNER / LANDLORD
GREENWICH PUBLIC SCHOOLS**

I, _____,
(Name of Property Owner/Landlord or Property Manager)

as property owner or manager/agent of the dwelling located

at _____ / Telephone Landlord _____
(Street #, Address, City, State, Zip,

hereby certify that I am renting space in this dwelling on a
_____ to _____ basis beginning on _____
(Week/Month/Year) (Week/Month/Year) (Date)

The following persons are identified as tenants having the right to be occupants in the dwelling:

- Maternal Parent/Guardian: _____
- Paternal Parent/Guardian: _____

Name of Child in Admittance Application:

Last: _____ First: _____ MI: _____

List all other persons residing in the dwelling:

Last Name	First Name	Relationship

The payment of Electric Utility Bill is included in rent: Yes _____ No _____

If yes, a copy of a recent Electric Utility Bill for dwelling, indicating Property Owner/Landlord's name, must be submitted.

As property owner/landlord, I certify that I will notify the Greenwich Public School Residency Office, in writing, at 290 Greenwich Avenue, Greenwich, CT 06830, within 15 days of termination of this tenancy relationship.

(Signature of Property Owner/Landlord)

(Print Name)