

# WINDSOR SOUTHEAST SUPERVISORY UNION

Hartland • Weathersfield • Mount Ascutney School Districts

105 Main Street, Suite 200 • Windsor, Vermont 05089

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## Verification of Residency of Pupils

The Windsor Southeast Supervisory Union, comprised of the Hartland, Weathersfield and Mt. Ascutney (Windsor/West Windsor) 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 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 Superintendent *one document from each of the following columns*. These documents are for address verification, and must all reflect the address provided for enrollment or change of address.

Column A	Column B	Column C
* Copy of deed or record of most recent mortgage statement	* A utility bill or work order dated within the past 30 days, including: > Water bill if applicable > Electric bill > Telephone/cell phone bill > Cable bill	* Valid Vermont Driver's License * Current vehicle registration * Bank Statement (financials withheld) * Medicaid Card * Voter Registration

1. If the minor pupil's natural parents are divorced, the parent must provide a copy of the following portions of the current divorce decree: 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 pupil's residence is only with that parent 16 V.S.A. 1075(a)(I)]

(Continued on reverse side)

2. 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 that pupil to the non-parent.

**AND**
  - b) Completion of the **"Affidavit Concerning Pupil Residence."**

**AND**
  - c) Provide alternative to residency for tuition.
  
3. 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."**

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 Superintendent the appropriate above stated documents and a completed **"Affidavit Concerning Pupil Residency"** within the next ten (10) 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 Superintendent 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.

**WINDSOR SOUTHEAST SUPERVISORY UNION**  
**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 BE FINED UP TO \$10,000. SEE 13 V.S.A. 3016, FALSE CLAIM.**

I, \_\_\_\_\_, first being duly sworn, depose and say:  
(please **PRINT** first and last name)

**General Information (please print all answers):**

1. Name of Pupil: \_\_\_\_\_ DOB: \_\_\_\_\_
2. PHYSICAL Address: \_\_\_\_\_
3. MAILING ADDRESS of pupil: \_\_\_\_\_
4. Name of Parent 1: \_\_\_\_\_  
Address (Parent 1): \_\_\_\_\_  
Phone #: \_\_\_\_\_ (Home) \_\_\_\_\_ (Cell)
5. Name of Parent 2: \_\_\_\_\_  
Address (Parent 2): \_\_\_\_\_  
Phone #: \_\_\_\_\_ (Home) \_\_\_\_\_ (Cell)
6. Are the parents divorced? \_\_\_NO \_\_\_YES (if yes, please complete questions 7 and 8 and comply with 9)
7. Who has custody of the pupil:  
Parent \_\_\_\_\_  
Guardian: \_\_\_\_\_  
Agency: \_\_\_\_\_  
Other: \_\_\_\_\_
8. What is the date of the divorce decree? \_\_\_\_\_
9. **If the answer to #6 is YES, a copy of the custody papers and any amendment must be furnished as described in the "Verification of Residency."**

**If pupil is NOT living with a parent:**

10. Name of person(s) with whom the pupil lives: \_\_\_\_\_
11. Address and phone number of person(s) with whom pupil is living: \_\_\_\_\_  
\_\_\_\_\_
12. Relationship of each said person(s) to the pupil: \_\_\_\_\_
13. Why is the pupil living with said person(s): \_\_\_\_\_  
\_\_\_\_\_

**(PLEASE CONTINUE ON BACK OF THIS SHEET)**

14. On what date did the pupil move in with this person(s): \_\_\_\_\_
15. Does the person(s) with whom the pupil is staying have authority to discipline this pupil: \_\_\_\_\_
16. Is the person(s) with whom the pupil is staying paid any money for food, housing, or for keeping the pupil: \_\_\_\_\_
17. For how long is the arrangement with the person(s) with whom the pupil is staying: \_\_\_\_\_
18. Has the person(s) with whom the pupil lives become legal guardian of the pupil: \_\_\_\_\_  
**If the answer to #18 is YES, please attach a copy of the guardianship order.**
19. Why was the guardianship secured? \_\_\_\_\_
20. Where did the pupil reside during the previous summer: \_\_\_\_\_  
 \_\_\_\_\_
21. Do you pay any money to support the pupil: \_\_\_\_\_
22. Who declares the pupil as a dependent for income tax purposes: \_\_\_\_\_
23. Who is authorized to receive report cards: \_\_\_\_\_
24. Who would attend parent conferences at the school: \_\_\_\_\_
25. Who would receive notifications in case of pupil discipline, suspension or expulsion: \_\_\_\_\_
26. Has the pupil's residence within the School District been established solely for the purpose of attending the schools here? \_\_\_\_\_

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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 un-enrolled from the Windsor Southeast Supervisory Union, comprised of Hartland, Weathersfield and Mt. Ascutney (Windsor/West Windsor) 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 STUDENT

STATE OF VERMONT  
WINDSOR COUNTY, SS.

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Commission Expires 20\_\_\_\_\_