



## District Residency Verification Information

**District:** Regional School District #4 : Chester, Deep River, Essex

**Contact Name:** Danielle Etes

**Email:** Detes@reg4.k12.ct.us

**Phone:** 860-526-5328 x2557

**Street Address:** 256 Kelsey Hill Rd. Deep River CT 06417

**Hours of operation:** 7:00 AM - 3:00 PM

### Directions and Parking Information:

Park in front of the building and come into the main entrance.

Please visit our website or call for detailed directions:

[https://www.reg4.k12.ct.us/district/directions\\_to\\_schools](https://www.reg4.k12.ct.us/district/directions_to_schools)

### Documents required by this district to present in person to prove residency:

- Deed
- Notarized letter from landlord (If applicable)
- Escrow Papers or signed mortgage
- Current utility bill, phone bill, etc.

**Does this district have its own residency verification paperwork that needs to be completed?**

YES  NO

(If yes, please send as an email attachment.)

**Does the LEARN residency verification form need to be updated every school year?**

YES  NO

**Any additional information that would help families prove residency in this district?**

**Students**

**Resident/Non-Resident Attendance**

CHESTER, DEEP RIVER, ESSEX, or REGIONAL SCHOOL DISTRICT NO. 4 PUBLIC SCHOOLS

DATE:

RE:

DOB:

Dear

In order for a student to attend public school in Chester, Deep River, or Essex the child's parent or legal guardian must live in that town or you, the parent, must officially establish that your child resides in that town with "another person" under the following conditions:

*(OR USE FOLLOWING PARAGRAPH if this concerns a Region No. 4 School)*

*In order for a student to attend public school in Regional School District No. 4 the child's parent or legal guardian must live in either Chester, Deep River, or Essex, or you the parent, must officially establish that your child resides in one of those towns 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 child's family.
3. Residency is not for the sole purpose of obtaining school accommodations in the \_\_\_\_\_ Public Schools.
4. The other person signs a notarized affidavit (Host's Statement) that your child is residing with them.
5. You, the parent, submit a notarized Parent's Statement and Residency Affidavit.

Enclosed is a three page form titled "Residency Affidavit" which contains the parent's and host's statement. Please fill them out completely, having the parent's and host's statements notarized. Please schedule an appoint with the residency coordinator within ten days to review this information.

Unless we receive these documents which prove your child does have a permanent address in Deep River, we will begin disenrollment proceedings.

Sincerely,

\_\_\_\_\_  
Witness (Notary Public)

\_\_\_\_\_  
Date

CHESTER, DEEP RIVER, ESSEX or REGIONAL SCHOOL DISTRICT NO. 4 PUBLIC SCHOOLS

HOST'S STATEMENT

I hereby certify that \_\_\_\_\_ is my \_\_\_\_\_

(Student's Name)

(Relationship)

and that he/she legally resides with me at \_\_\_\_\_.

(No. and Street)

(Town)

I further certify that this is intended as a bona fide permanent address, that this child will be living with me \_\_\_\_ days and \_\_\_\_ nights per week, and that I am not receiving payment for having this child reside with me.

I certify that this child is residing with me because \_\_\_\_\_

\_\_\_\_\_  
As the host of the student named on this form, and as a resident of the Town of **CHOOSE one: (Chester) (Deep River) (Essex)**, I attest to the accuracy of the information contained in this form. Further, I certify that, as a permanent resident of the Town of **CHOOSE one: (Chester) (Deep River) (Essex)**, 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 **CHOOSE one: (Chester) (Deep River) (Essex)** 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 **CHOOSE one: (Chester) (Deep River) (Essex) (Region No. 4)** Public Schools illegally, the **CHOOSE one: (Chester) (Deep River) (Essex) (Region No. 4)** 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.

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

Date \_\_\_\_\_ Authority \_\_\_\_\_

OPTIONAL: I, \_\_\_\_\_, understand

(Name of Person)

that I have full responsibility for this student concerning any and all school disciplinary, administrative, and medical matters.

\_\_\_\_\_  
Host's Signature

\_\_\_\_\_  
Date

Witnessed By:

\_\_\_\_\_  
Witness (Notary Public)

\_\_\_\_\_  
Date

**Students**

**Resident/Non-Resident Attendance**

CHESTER, DEEP RIVER, ESSEX or REGIONAL SCHOOL DISTRICT NO. 4 PUBLIC SCHOOLS

DATE:

RE:

DOB:

Dear

Enclosed is a copy of the Residency Affidavit on file for the above named student as well as a Residency Affidavit Renewal Form.

Please review the information on the original Affidavit, complete the Renewal form, and return both documents to me.

This information must be returned by \_\_\_\_\_ in order to assure \_\_\_\_\_ continued enrollment at \_\_\_\_\_ School.

If you have any questions regarding this request, please feel free to call me at \_\_\_\_\_.

Sincerely,

Students

Resident/Non-Resident Attendance

CHESTER, DEEP RIVER, ESSEX or REGIONAL SCHOOL DISTRICT No. 4 PUBLIC SCHOOLS

Verification of Residence

NEW ENROLLEE/STUDENT TRANSFER/CHANGE OF ADDRESS

Parent/Legal Guardian Statement

I (print name) \_\_\_\_\_ the parent or legal guardian of (name) \_\_\_\_\_ (address) \_\_\_\_\_ certify that the above named student actually lives full time (typically 7 days per week) at the above address. The telephone number at the same address is \_\_\_\_\_ and the telephone number in an emergency is \_\_\_\_\_. Grade \_\_\_\_\_

This information and the documents provided are accurate. I authorize representatives of the Public Schools of **CHOOSE one: (Chester) (Deep River) (Essex) (Region No. 4)** to verify this information, and I understand falsification of any information or documents required for this verification will result in revocation of registration for the student, and may lead to liability for tuition and to criminal penalties for fraud.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For Transfers only  
Current School (*send records*) \_\_\_\_\_ New School \_\_\_\_\_

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*FOR OFFICE USE ONLY*

In order to verify district residence, the child over 18, parents or guardians, or an emancipated minor must sign above and provide documents from any of the items listed below.

- \_\_\_ 1. Copy of one of the following at address within the district in the parent's or guardian's name:
  - \_\_\_ a. Deed to home or dated rental agreement showing student(s) name
  - \_\_\_ b. Escrow papers or signed mortgage commitment
  - \_\_\_ c. Current utility or telephone bills
  - \_\_\_ d. Notarized letter from landlord or owner acknowledging parent/guardian's and student's residence
- \_\_\_ 2. Certificate of Residence and affidavits to be filled out by person with whom family and student reside. Verification visit by Residency Confirmation staff may follow; child may attend school.
- \_\_\_ 3. Verification visit by Residency Confirmation staff (for situations not covered by 1 and 2); child may not attend school until complete.

Documents seen by: \_\_\_\_\_ on \_\_\_\_\_