



### District Residency Verification Information

District: REGIONAL SCHOOL DISTRICT #4 - Chester, Deep River, Essex

Contact Name: Jo Costanzo

Email: jconstanzo@reg4.k12.ct.us

Phone: 860-526-5328 x2557

Street Address: 256 Kelsey Hill Road  
Deep River, CT 06417

Hours of operation: 7:00 - 3:30

#### Directions and Parking Information:

Park in front of the building

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

Deed, notarized letter from landlord, etc., escrow papers or signed mortgage, current utility or telephone bill, etc.

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

YES  NO

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

5118  
Form #6

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 Regional 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 Chester, Deep River, Essex, or Region No. 4 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 appointment 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 that town for which you're child is seeking enrollment, we will begin disenrollment proceedings.

Sincerely,

Students

5118  
Form #4

Resident/Non-Resident Attendance

PARENT'S STATEMENT

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

and he/she resides with \_\_\_\_\_ who is \_\_\_\_\_  
(Name of Person) (Relationship)

at \_\_\_\_\_  
(No. Street) (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 \_\_\_\_\_.

I further certify that my son/daughter is not living with me because \_\_\_\_\_

- As a parent of the student named on this form, and as a nonresident 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 for 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.

OPTIONAL: I hereby certify that the said \_\_\_\_\_ has  
(Person's Name)

full right to act in my child's behalf concerning any and all school disciplinary, administrative, and medical matters.

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

Witnessed By:

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

\_\_\_\_\_  
Date

**Students**

**5118  
FORM #8**

**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.

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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,

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

\_\_\_\_\_

Notary Public

If you have any questions regarding this form, please contact \_\_\_\_\_, the appropriate school.

\_\_\_ 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 \_\_\_\_\_