



Salem School District Residency Verification Information

Contact Name: Laurie Barberi

Email: lbarberi@salem.cen.ct.gov

Phone: 860-859-0267 x3202

Street Address: 200 Hartford Road, Salem CT 06420

Hours of operation: 8:00 a.m. - 4:00 p.m.

The school registrar will collect 3 residency documents in accordance with BOE Policy #5118.1 when registering a new student for Salem School.

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

Item #1:

If you own a home:

Current Mortgage Statement or Bill/Copy of Salem Home Property Tax Bill / Title Page of Homeowner's Insurance Policy

OR

If you Rent:

Current Lease or Rental Agreement

Two other pieces of evidence will be accepted within 45 days following enrollment of student(s) in school.

Item #2:

Valid Photo Identification Card (Driver's License, showing Salem address), Government ID

Item #3:

Two Current Separate Utility Bills (Electric, Gas, Sewer, Phone, Cable, Water, Internet, etc.)

If the student and parent/guardian are living in a dwelling that is rented or owned and occupied by another person, the person who owns or rents the dwelling must bring the residency documentation listed above and sign an affidavit (Certification of Residency form – #5118.1p).

Affidavits state that:

- 1.The residence is permanent;
- 2.The residence is provided without pay;
- 3.The residence is not provided for the sole purpose of obtaining school accommodation.

Affidavits must be signed and notarized. A perjured or fraudulent affidavit/statement may lead to prosecution under the criminal statute of the State of Connecticut. Affidavits are only valid for one school year.

In such cases when residency becomes questionable, the Board shall provide a written statement to the party whose residency is in question. This statement shall specify the basis upon which the Board has reason to believe that the student is not entitled to school accommodation.