

MANCHESTER PUBLIC SCHOOLS
MANCHESTER, CONNECTICUT

CHANGE OF ADDRESS / STUDENT TRANSFER FORM

Parent/Legal Guardian Statement (please print)

I/We (Name(s)) _____ the parent or legal guardian(s) of:

Student's Name:	Date of Birth:	School:	Grade:

of (current address) _____ certify that the above named student(s) actually reside at the address stated above.

The telephone number at the above listed address is _____ and the telephone number in an emergency is _____.

Previous Address: _____

This information and the documents provided are accurate. I/We authorize representative of the Manchester Public Schools 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(s). I understand that by law, the burden of proof in residency falls on the family; “the party denied schooling shall have the burden of providing residency by the preponderance of evidence.” Conn. Gen. Stat. 10-186(b)(1). The law also allows school officials to recoup the cost of tuition if a state hearing officer finds that the student was not entitled to school privileges.

I also understand that if I/we move within Manchester I must provide updated proof and residency information. If I/we move outside of Manchester I/we must withdraw my child and enroll in the appropriate school district.

Parent/Guardian Signature: _____ **Date:** _____

For District Transfers Within Manchester only

Current School (send records): _____	New School: _____
Current School (send records): _____	New School: _____
Current School (send records): _____	New School: _____
Current School (send records): _____	New School: _____

MPS REQUIRED PROOF OF RESIDENCY DOCUMENTS

If you are a **HOMEOWNER**, you must provide a **VALID PHOTO ID** and the following documents:

- one (1) of the following documents: **Current mortgage statement, Homeowner's property tax statement or deed to home**
- **AS WELL AS ANY OTHER TWO (2) ITEMS FROM THE LIST BELOW:**
(Items must be less than 30 days old and contain name and address. Shut off notices not accepted.)

If you are a **RENTER**, you must provide a **VALID PHOTO ID** and the following documents:

- **Valid current rental/lease agreement, with landlords name and contact information, signed by both parties**
- **AS WELL AS ANY OTHER TWO (2) ITEMS FROM THE LIST BELOW:**
(Items must be less than 30 days old and contain name and service address. Shut off notices not accepted.)

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|---|--|
| • Current electric or natural gas utility bill | • Valid CT License
(Change of address labels on back of license NOT valid for proof of residency) |
| • Letter from state/government agency (DSS, DCF, Courts, IRS, SSA etc.) | • Homeowner's or renter's insurance policy |
| • Valid car registration or car insurance policy with address | • Water/sewage utility bill |
| • Landline phone or internet bill (no cell phone bills) | • Cable or satellite bill |
| • Pay stub verifying address | • Heating oil delivery receipt |
| • Bank statement | • W-2 form |

Please note: If you have not received a utility bill yet, you may call **CNG at 860-727-3034 or **Eversource at 1-800-286-2000** and ask them to email you a Service Verification Form. Upload this form to your registration application.**

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- **If you do not own or rent a home but are residing with a Manchester resident**, then both parties must obtain and sign a **notarized CERTIFICATION OF RESIDENCY FORM (YSB-14)**. Both parties must provide: Valid Photo ID and the Manchester resident must provide proof of residency documentation (see list above).
Valid for one school year; must be renewed annually.
 - If you move within the school district you **MUST** verify residency by providing documents from the list above.
 - Supplemental information or proof may be requested by the Residency Office at any time if residency is unclear.
 - **Without proof of residency the registration process cannot be completed.**

PLEASE NOTE: Junk mail, partial/cropped photos, mobile APP screenshots, USPS forwarding requests, personal mail or envelopes are not legitimate residency documents for school registration. Documents must be less than 30 days old, and reflect the current Manchester address. Account numbers and amounts may be redacted from forms. Forms are subject to approval by the Residency Office.