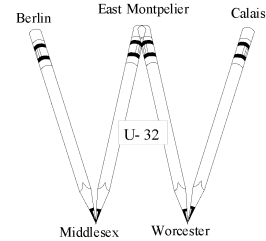


Washington Central Unified Union School District

WCUUSD exists to nurture and inspire in all students the passion, creativity and power to contribute to their local and global communities.

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MEMORANDUM



TO: Administration and Administrative Assistants

FROM: Steven Dellinger-Pate, Superintendent

DATE: July 16, 2026

SUBJECT: Important Update: Required Residency Verification for School Enrollment

Dear Families and Guardians,

As we prepare for the upcoming school year, we want to ensure a smooth, equitable, and legally compliant enrollment process for all students. Under Vermont state law, public school enrollment is tied directly to a student's legal residency. To enroll a student in our district, a parent or legal guardian must prove their **domicile**—defined by law as your true, fixed, and permanent home.

To establish residency, the district requires families to provide specific documentation verifying their legal name and physical street address. Please review the requirements below to ensure you have the necessary documents ready for enrollment.

Required Enrollment Documentation

To complete the enrollment process, you must submit **one (1) Primary Housing Document** and **two (2) Supporting Proofs of Address**.

1. Primary Housing Documents (Submit One)

- **Current Property Tax Bill** listing a Vermont Homestead declaration.
- **Current Mortgage Papers, Deed, or Closing Statement** showing the physical property address.
- **Formal Lease Agreement** signed and dated by both the landlord and the tenant.
- **Notarized Letter from a Landlord** affirming your tenancy (only if a formal lease is unavailable).

2. Supporting Proof of Address (Submit Two)

You must also provide **two** of the following documents. These must be dated within the last 60 days and clearly display your name and physical address:

- **Current Utility Bill** (electric, gas, water, or internet) showing the residential service address and indicating that the service is physically tied to that location.
- **Valid Vermont Driver's License** or State ID card.
- **Valid Vermont Vehicle Registration** or automobile insurance card.
- **Bank Statement** for the current or previous month (any sensitive financial info may be blacked out).
- **Government Mail or Benefits Verification** (e.g., Social Security, DMV correspondence, or public aid cards).

Critical Requirements & Legal Considerations

- **No P.O. Boxes:** To verify physical residency within our school boundaries, all submitted documents must display a physical street address. P.O. Boxes will not be accepted.
- **Affidavit of Residence:** At the time of enrollment, parents or guardians must sign a formal, legally binding *Affidavit Concerning Pupil Residence*. Please note that falsifying residency information is illegal under Vermont state law.
- **Custody and Divorce Agreements:** If parents are divorced or separated, a certified copy of the court order, custody agreement, or divorce decree is required. This documentation is necessary to verify which parent holds legal custody and where the child primarily resides for school attendance purposes.

We appreciate your cooperation and partnership in keeping our school records accurate and compliant with state guidelines. If you have any questions or require assistance gathering this documentation, please contact the Central Office.

Sincerely,

Steven Dellinger-Pate, Superintendent