

Manchester Public Schools
45 North School Street, Manchester, CT 06042

CERTIFICATION OF RESIDENCY

This “**Certification of Residency Form**” is required if a student’s parent/guardian does not own or rent their own home, but are claiming to live with a legal Manchester resident. **The Manchester resident must provide their photo ID & proof of residency** prior to enrollment and are subject to bills for tuition reimbursement if found to be fraudulently claiming the student is residing with them.

Forms may be subject to approval by the district residency office and supplemental information may also be requested.

1. MANCHESTER RESIDENT CERTIFICATION:

I, _____, am the person with whom the family will be living. I **OWN / RENT** (circle one) the residence at Manchester address: _____

I certify that the following student(s) and parent/guardian reside with me at the address above:

Student(s) Name(s) _____

Parent/Guardian Name: _____

My relationship to the student and family is: _____

I understand that making a false statement about residency may make me responsible for the full tuition cost if the student does not live in Manchester.

2. PARENT/GUARDIAN CERTIFICATION:

By signing below, I certify that my child(ren) and I are permanently residing at the address listed above. I understand that a false or fraudulent statement, or failure to respond to this request, may lead to disenrollment and may result in prosecution under Connecticut law.

3. AUTHORIZATION TO VERIFY HOUSING:

By signing below, the Manchester resident/tenant/renter authorizes Manchester Public Schools to collaborate with the Manchester Housing Authority and current landlord/owner of the property to share information related to housing requests and occupancy inspections.

Homeowner/Lessee Signature: _____

Date: _____

Phone Number: _____

Printed Name: _____

Parent/Guardian Signature: _____

Date: _____

Phone Number: _____

Printed Name: _____

4. NOTARY:

Sworn to and subscribed before me this _____ day of _____, 20____.

Notary Public Signature: _____ Telephone: _____

Before You Sign (do not sign until you are in front of the Notary):

- The homeowner/lessee and parent/guardian must appear together in person, before the Notary.
- Each person must present two forms of identification: one with a photo & one with a signature.
- This form is valid for the current school year only and must be renewed each school year.