

Residency Verification Requirements

Residency verification is required for the following situations:

<p><u>New Enrollment</u></p> <ul style="list-style-type: none"> - If you are a new resident to Ledyard and are enrolling your child(ren) in Ledyard Public Schools 	<p><u>School Choice/Out of District (OOD)</u></p> <ul style="list-style-type: none"> - If you are enrolling your child(ren) in a magnet, technical or charter school; - If your child has a special education placement outside of Ledyard. (annual verification required)
<p><u>Change of Address</u></p> <ul style="list-style-type: none"> - If you move within Ledyard 	<p><u>Transfer (School Choice/OOD back to a Ledyard Public School)</u></p> <ul style="list-style-type: none"> - If your child(ren) transfers from a magnet, technical or charter school; - If your child has a special education placement outside of Ledyard and is returning to one of the public schools in the district.
<p><u>Family Living with Another Family</u></p> <ul style="list-style-type: none"> - If your family is residing with relatives or non relatives in Ledyard, when it is the intention of both the relatives/non relatives and the family that such residence is to be permanent. 	<p><u>Child(ren) Living with Another Family</u></p> <ul style="list-style-type: none"> - If your child(ren) is residing with relatives or non relatives in Ledyard, when it is the intention of both the relatives/non relatives and the children's parent(s)/guardian(s) that such residence is to be permanent.

RESIDENCY VERIFICATION PROCEDURES

Depending on your situation, the following verification requirements must be completed:

New Enrollment

- School enrollment form
- Residency Requirement and Verification Notice
- Notarized Residency Affidavit
- Residency Questionnaire
- Provide residency verification documentation (see table)
- Release of Information Authorization (FERPA/HIPPA Compliant Authorization)
- Health Assessment Record

Change of Address

- Residency Requirement and Verification Notice
- Change of Address form
- Provide residency verification documentation (see table)

School Choice/Out of District (OOD)

- Residency Requirement and Verification Notice
- Notarized Residency Affidavit
- Residency Questionnaire
- Provide residency verification documentation (see table)
- Transportation Emergency Contact form

Transfer (School Choice/OOD back to In District)

- School enrollment form
- Residency Requirement and Verification Notice
- Notarized Residency Affidavit
- Residency Questionnaire
- Provide residency verification documentation (see table)
- Release of Information Authorization (FERPA/HIPPA Compliant Authorization)
- Health Assessment Record
- Release of Records Request form

Family Living with Another Family

- Residency Requirement and Verification Notice (completed by **host** family)
- Notarized Residency Affidavit completed and submitted by **host** family
- Provide residency verification documentation (see table)
- Residency Questionnaire Form

Child(ren) Living with Another Family

- Residency Requirement and Verification Notice (completed by **host** family)
- Notarized Residency Affidavit completed and submitted by **host** family
- Provide residency verification documentation (see table)
- Residency Questionnaire Form
- Authorization for Emergency Custodial and Educational Decision Making (notarized)

Proof of Residency Documentation

Please provide one (1) mandatory item from Category A and one (1) from Category B. If unable to provide from Category B, two items from Category C are required. Account numbers and amounts may be redacted from forms. **In addition, a photo ID is required.**

*****APPLICABLE ITEMS IN CATEGORIES B & C ARE REQUIRED TO BE LESS THAN 60 DAYS OLD AND MUST REFLECT YOUR CURRENT LEDYARD ADDRESS*****

Acceptable Documentation for Proof of Residency		
Category A (Mandatory)	Category B	Category C
<ul style="list-style-type: none"> ● Current mortgage statement ● Copy of property deed if no mortgage statement is available ● Settlement statement or closing disclosure (new homeowners only) ● Lease - must be unexpired, signed by lessor/lessee, dated and landlord contact information must be provided ● Notarized Landlord Residency Affidavit Form with landlord contact information if no lease exists, if lease is expired, or if lease is weekly or month to month ● Section 8 agreement with dates of tenancy 	<ul style="list-style-type: none"> ● Current utility bill statement - complete bill required, not just payment stub ● Utility work order showing service address for new homeowners. Examples include: <ul style="list-style-type: none"> ○ Electricity ○ Natural Gas ○ Landline Phone ○ Cable/Satellite ○ Water <p><i>Cell phone bills and shut off notices are not acceptable</i></p>	<ul style="list-style-type: none"> ● Valid driver's license (stickers not allowed) ● Valid CT DMV non-driver's photo identification with current address ● Valid automobile registration ● Voter registration ● Current auto or homeowners insurance declaration page ● Current payroll stub ● Bank or Credit Card statement ● Court document ● Letter from any government agency <p>With Ledyard address and dated for most current tax year:</p> <ul style="list-style-type: none"> ● W-2 form ● Auto or property tax bill

For questions please contact the Office of the Superintendent at 860-464-9255 located at 4 Blonders Blvd. Ledyard, CT 06339

Residency Requirement(s) and Verification Notice

In accordance with Sections 10-186, 10-220 and 10-253(d) of the Connecticut General Statutes, the Ledyard Board of Education requires proof of residency in Ledyard during the school enrollment process. Individuals seeking enrollment in Ledyard Public Schools are required to provide such proof. All residency documents submitted are subject to verification by the Ledyard Board of Education. Proof of residency is also required for a change of address within the town.

Pursuant to Section 10-253 (d) of the Connecticut General Statutes, a child living with any individual other than the child's parent/legal guardian can attend school in the district only if such residence is (1) permanent; (2) provided without pay; and (3) not solely for the purpose of gaining school accommodations. In accordance with the statute, the district has the right to require proof that all three requirements have been satisfied.

In accordance with Section 10-186(b) (4) of the Connecticut General Statutes, if it is determined a student has been enrolled in Ledyard Public Schools in violation of the statutes referenced above, the Ledyard Board of Education has the right to assess tuition. Such tuition will be based on the district's per diem net current local education expenditure (as defined in section 10-261), multiplied by the number of days the student was improperly enrolled in Ledyard Public Schools. In addition, the statute provides that the Board of Education may seek to recover the amount of the assessment through available civil remedies.

By signing below, you acknowledge you have read and understand the residency requirements of enrollment in Ledyard Public Schools. You understand the Ledyard Board of Education has the authority to impose tuition as outlined above if the student being enrolled is not a resident of Ledyard. You also understand the Ledyard Board of Education has the right to pursue any and all legal remedies in the event that a student is enrolled improperly.

You hereby give consent to the Ledyard Board of Education to verify any information pertaining to the permanent residency of all pertinent parties involved in this registration.

Parent/Guardian Name (Print)

Student Name (Print)

Parent/Guardian Signature

Date

LEDYARD PUBLIC SCHOOLS RESIDENCY QUESTIONNAIRE

(All sections must be completed for form to be valid)

Replies are kept confidential and are intended to be used only to certify that a student is entitled to attend Ledyard Public Schools

List Student's Names (Last, First, Middle)	DOB	Grade

Address prior to moving to Ledyard: _____

No. and Street
City
State
Zip Code

Father's Name _____ Mother's Name _____

Last First Middle
Last First Middle

Which parents are living at the residence? _____ Mother _____ Father _____ Neither

Father's Info. _____

No. and Street
City
State
Zip Code
Phone

Mother's Info. _____

No. and Street
City
State
Zip Code
Phone

Primary family email _____

Host name (s) _____ Relationship to student _____

Host info. _____

No. and Street
City
State
Zip Code
Phone

Date student moved to the residence _____ How long will the student be residing at this address? _____

Reason family moved to this address _____
 (Continue on back of form if additional space is needed)

If the student is not living with his/her family, will the student return to live with his/her family during school vacations, weekends, and/or the summer? _____ Yes _____ No _____ Not Applicable If yes, please explain on back of form.

Will the student be staying at the host's home seven (7) days a week? _____ Yes _____ No
 If no, please explain on back of form.

Will any fees be paid for living at the residence? _____ Yes _____ No If yes, please explain on back of form.

Signature _____ Date _____

Parent/Guardian (or student if over age 18)

***** TO BE COMPLETED BY LEDYARD PUBLIC SCHOOLS RESIDENCY PERSONNEL *****

Address Verification Date: _____ Signature of Residency Personnel: _____

District Stamp: _____

LEDYARD PUBLIC SCHOOLS CHANGE OF ADDRESS FORM

Form 5111.3(e)

Student's full legal name: _____
Last First Full Middle Suffix (e.g. Jr., III)

<input type="checkbox"/> Male
<input type="checkbox"/> Female

School: _____ Grade: _____ Date of Birth: _____
Month/Day/Year

Student's new physical address: _____
(must not be a P.O. Box) Number Street Apartment # Town State Zip Code

Student's new mailing address (if applicable): _____
P.O. Box # or Street # Street Town Street Zip Code

Home/Mobile telephone: (____) _____

<u>FAMILY STATUS:</u>	Married	Divorced	Single	Separated
	Mother Deceased		Father Deceased	
Child resides with:	Both parents	Mother	Father	Other
Legal custody status*:	_____			
Legal guardian name if different from parent*:	_____			
*Please provide any relevant custody/guardianship paperwork that is not already on file.				

Mother/guardian: _____ Business phone: (____) _____
Last name, First name Area code Number

Address (if different from student's address) _____

(____) _____ (____) _____
Home phone (if different from student's home phone) Email address Area code Mobile phone number

Employer: _____ Fax: (____) _____
Area code Number

Father/Guardian: _____ Business phone: (____) _____
Last name, First name Area code Number

Address (if different from student's address) _____

(____) _____ (____) _____
Home phone (if different from student's home phone) Email address Area code Mobile phone number

Employer: _____ Fax: (____) _____
Area code Number

LEDYARD PUBLIC SCHOOLS CHANGE OF ADDRESS FORM

Form 5111.3(e)

SIBLINGS LIVING IN HOUSEHOLD

Brothers' Names	Date of Birth	School
Sisters' Names	Date of Birth	School

OTHER OCCUPANTS OF HOME

Name	Relationship

Proof of Residency is required for all address changes – Please provide one (1) mandatory item from Category A and one (1) from Category B. If unable to provide from Category B, two items from Category C are required.

In addition, a photo ID is required.

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Ledyard Public Schools

Out of District Transportation Request

Emergency Contact Verification



Ledyard Public Schools provides transportation to the following Out of District Schools.
Please **circle** the school you are requesting transportation to:

- **Arts Magnet Middle School** – 36 Waller Street, New London, CT 06320 (860) 271-4005
- **Dual Language/Arts Magnet** – 51 Daniels Ave, Waterford, CT 06320 860-443-0461
- **Grasso Technical High School** - 189 Fort Hill Rd, Groton, CT 860-448-0220
- **ISAAC** – 190 Governor Winthrop Blvd, New London, CT 860-447-1003
- **Marine Science Magnet School** - 130 Shennecossett Rd, Groton, CT 860-446-9380
- **Nathan Hale** – 37 Beech Dr, New London, CT 860-447-6060
- **Norwich Tech** – 7 Mahan Drive, Norwich, CT 06360 860-889-8453
- **Regional Multicultural Magnet School** – 1 Bulkeley Place, New London, CT 860-437-7775
- **Science and Technology Magnet High School** - 490 Jefferson Avenue, New London, CT 860-437-6496
- **Science and Technology Magnet Middle School** – 36 Waller Street, New London, CT 06320 (860) 271-4005
- **The Friendship School** – 24 Rope Ferry Road, Waterford, CT 06385 860-447-4049 (* no transportation provided)
- **Three Rivers** – 574 New London Turnpike, Norwich, CT 06360 (860) 215-9055
- **Willimantic Arts Magnet School** – 896 Main St, Willimantic, CT 06226
- **Winthrop Elementary School** –74 Grove Street, New London, CT 860-447-6070

Please print clearly:

Student Name: _____ Grade _____

Guardian Name (Please Print): _____

Address: _____

Mailing Address: _____

Home Phone Number: _____

Emergency Phone Number: _____

Email Address: _____

For your information: If you have changes to your student's transportation, 24 hour notification is appreciated. Please call the Ledyard Bus Yard at 860-464-8346. Speak to either the Bus Manager or the Bus Dispatcher.

Return form to: Ledyard Board of Education
4 Blonders Blvd
Ledyard, CT 06339