



RESIDENCY AFFIDAVIT INSTRUCTIONS

- When parents, guardians or a student if eighteen (18) or older, are/is doubled-up and living in a dwelling that is owned or leased and occupied by a bona-fide Montville Resident, the person (called **Host** hereafter), who owns or rents the dwelling, is required to complete the Notarized Residency Affidavit and have his/her signature notarized. Please see page 3 for the affidavit. In addition, the parent or legal guardian of the student is required to complete the Notarized Parent/Guardian Affidavit found on page 4. Only one affidavit is required per family.
- Board of Education Policy requires both the hosts and the parents or guardians or student if eighteen (18) or older, to present proof of residency in Montville during their school registration verification appointment. Please see page 5 for the Host's residency requirements and page 6 for the parents, guardians, or student if eighteen (18) or older residency requirements. ***By law, the burden of proof of proving residency to attend Montville Public Schools falls on the student's parent or guardian, or student if eighteen (18) or older.***
- All students attending Montville Public Schools under a Residency Affidavit are subject to unannounced residency visits and or observations by the Residency Officer to verify compliance. Visits may take place during the school week before and after school, on weekends, and during vacations.
- All Residency Affidavits are valid only for the school year for which they were completed. For continued enrollment in subsequent years, the parents, guardians or student if eighteen (18) or older, and the student's host must complete a new Residency Affidavit if the parent and student(s) continue to reside with the host. Renewals are randomly selected and will be mailed in the subsequent summer. Parents, or guardians or the student if eighteen (18) or older will have 30 days after the mailing date to renew the affidavit and meet the residency requirements. After the 30 period, the student will be withdrawn from Montville Public Schools and the parent or guardian, or the student if eighteen (18) or older, will be required to re-register and re-prove residency.
- Should any student be found to be using this affidavit to fraudulently attend Montville Public Schools, the student will be immediately withdrawn from school. Furthermore, the Town of Montville reserves the right to recover the cost of educational services from the hosts, parents, guardians or student if eighteen (18) or older.
- All Residency Affidavits are reviewed by a Montville Public Schools Residency Officer. For questions, please call the school where your child will be registered.



Signature: _____ Date of Acceptance: _____

Residency Visit/ Observation Date(s):

Expiration Date:

STUDENT/PARENT/Guardian INFORMATION
(Filled- out by a Parent/Legal Guardian)

1. First Student's Name: _____ DOB: _____
(Last) (First) (Middle)

Second Student's Name: _____ DOB: _____
(Last) (First) (Middle)

Third Student's Name: _____ DOB: _____
(Last) (First) (Middle)

2. Name of Host with Whom Student/Parent Lives: _____

3. Legal Name of Student's Father: _____

Father's Address: _____
(No. and Street) (Town) (State) (Telephone #)

4. Legal Name of Student's Mother: _____

5. Mother's Address: _____
(No. and Street) (Town) (State) (Telephone #)

6. Last Address: _____
(No. and Street) (Town) (State) (Telephone #)



RESIDENCY AFFIDAVIT
Filled-out by Host (The Montville Resident)
(Confidential)

As part of our residency verification process, we are requesting that you as the owner/lease of the residence in Montville verify that:

Name of Student(s): _____

and Student(s) Parent/Guardian: _____ reside with

me at _____
(Host Address)

I (the Host), _____,
(Host Name)

certify that the above named student(s) and/or parent(s)/guardian(s) reside with me at the above listed address seven (7) days per week, in a residence owned or occupied by me in the Town of Montville, Connecticut. In addition, I certify that the above student(s) are not residing with me for the sole purpose of receiving school accommodations in Montville and that I am not receiving payment for having the above student(s) reside with me.

I understand that the Residency Affidavit is valid for the current school year only and must be renewed annually.

By signing below, I hereby give consent to the MPS Residency Officer to investigate or obtain any information pertaining to the permanent residency of all pertinent parties. This may include a check with homeowners, landlords, case workers, and utilities, government agencies, housing agencies, or any other agency regarding their permanent residence in Montville, Connecticut.

I hereby agree to notify the school immediately regarding the termination of the student's full time physical presence (permanent residency), in the Town of Montville in which event the student will no longer be eligible for free school privileges. Finally, I understand that should the student be found to be attending Montville Public Schools illegally, the student will be immediately withdrawn from Montville Public Schools and the town

of Montville reserves the right to recover the costs of such education from me, the undersigned and or legal guardian(s) of student(s) listed above.

*******MUST BE SIGNED IN THE PRESENCE OF NOTARY PUBLIC OFFICIAL ONLY*******

Signed: _____ Date: _____
Host (Montville Legal Resident)

Signed: _____ Dated: _____
Notary Public Signature and Stamp



Parent/Guardian Affidavit
Filled-out by Parent or Legal Guardian
(Confidential)

I hereby certify that _____ is/are my _____ moreover, that
Student's Name Relationship

He/she resides with _____ who is _____
Name of Legal Montville Resident (Host) Relationship

at _____
Street Number, Street Name, Apt. #, Town, State, Zip Code Telephone Number

I further certify that this is a bona-fide permanent address at which my student(s) will be living for seven (7) days per week in a residence owned, or occupied by a legal resident of the Town of Montville and that they are not living there for the sole purpose of receiving school accommodations. In addition, I am not providing payment for having my child/children reside with host.

As parent/guardian of the student(s) named on this form, and as a nonresident of the Town of Montville, I attest to the accuracy of the information contained on this form. Further, I certify that, as a permanent resident of the Town of Montville, the student is eligible for free school privileges. I agree to notify Montville Public Schools Residency Office immediately regarding the termination of my child/children's permanent residence in the Town of Montville, in which event the student(s) will no longer be eligible for free school privileges. Finally, I understand that, should the student(s) be found to be attending the Montville Public Schools illegally, the Town of Montville reserves the right to recover the costs for such education from me, the undersigned.

I understand that a Parent/Guardian Affidavit is valid for the current school year only and must be renewed annually.

I hereby give consent to the MPS Residency Officer to obtain any information pertaining to mine, or my child/children's permanent residency(address). This may include surveillance, check with prior addresses

to verify move, homeowners, landlords, case workers, and utilities, government agencies, housing agencies or any other agencies regarding his/her and my permanent residence.

*******MUST BE SIGNED IN THE PRESENCE OF NOTARY PUBLIC OFFICIAL*******

Signed: _____ Date: _____
Parent or Legal Guardian

Signed: _____ Date: _____
Notary Public Signature and Stamp

The Parent, Guardian or Student's (if 18 or older) Required Residency Documents: Proof of residency in Montville is determined by the parent, guardian or student (if 18 or older) providing MPS Registration Office with two (2) documents from the list below.

RESIDENCY DOCUMENTS SUBMITTED ARE REQUIRED TO BE LESS THAN 60 DAYS OLD AND REFLECT CURRENT MONTVILLE ADDRESS.

- ✓ Any business document from a federal, state, or local government entity. Including but not limited to:
 - Connecticut Department of Social Services (examples: HUSKY Health Insurance, Healthy Start, SNAP, and Temporary Family Assistance)
 - Connecticut Department of Labor (Unemployment)
 - Town of Montville
 - Connecticut Judicial Branch
 - Social Security Administration
 - Department of Homeland Security
 - State Department
 - Other Federal Agencies

- ✓ Valid Connecticut driver's license or Connecticut Department of Motor Vehicle non-driver photo identification with current address on front.
- ✓ Other licenses or permits
- ✓ Court orders, state agency agreements and other evidence of court or agency placements or directives.
- ✓ Insurance document (examples: health, auto, life, disability)
- ✓ Utility bill less than 60 days old. (Electricity, gas, landline phone, cable or satellite TV, water).
- ✓ Auto registration.
- ✓ Voter registration.
- ✓ Property tax bill.
- ✓ Payroll stub.

- ✓ Bank or credit card statement.
- ✓ Other financial account information (brokerage or retirement).
- ✓ Any other form of documentation relevant to demonstrating entitlement to attend Montville Public Schools.

* Forms subject to Residency Coordinator’s approval.

****Please note: Junk mail or envelopes are not legitimate residency documents for school registration.**

The Host’s Required Documents: Proof of the Host’s residency in Montville is determined by providing MPS Registration Officer with one (1) mandatory item from Category A and one (1) item from Category B. If the host is unable to provide an item from Category B, two (2) items from Category C may be substituted.

RESIDENCY DOCUMENTS SUBMITTED ARE REQUIRED TO BE LESS THAN 60 DAYS OLD AND REFLECT CURRENT MONTVILLE ADDRESS.

<u>CATEGORY A (Mandatory)</u>	<u>CATEGORY B</u>	<u>CATEGORY C</u>
<ul style="list-style-type: none"> ✓ Mortgage Statement. ✓ Lease- Must be unexpired, signed and dated ✓ Copy of property deed if no mortgage statement available. ✓ Section 8 agreement with dates of tenancy. ✓ Notarized Lanlord Affidavit if lease is expired, no lease exists or lease is month to month. 	<p>Current Utility Bill or work order showing service address.</p> <p>Examples:</p> <ul style="list-style-type: none"> ✓ Electricity ✓ Natural Gas ✓ Phone (landline only) ✓ Cable or Satellite ✓ Water 	<ul style="list-style-type: none"> ✓ Valid driver’s license (stickers not allowed) ✓ Valid automobile registration ✓ Valid CT DMV non-driver’s photo identification with current address. ✓ Voter registration. ✓ Current auto or homeowner’s insurance declaration page. ✓ Payroll stub. ✓ Bank statement or credit card statement. ✓ Court document. ✓ Letter from any government agency. ✓ Most current W-2 Form. ✓ Most current auto tax bill. ✓ Most current tax bill.