



Rocky Hill Public Schools

Central Registration/Residency Office

761 Old Main Street, Rm. 231, Rocky Hill, CT 06067

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 Rocky Hill Resident, the person (called the **Host** hereafter), who owns or rents the dwelling, is required to complete the Notarized Residency Affidavit and have his/her or signature notarized. Please see page 3 for the affidavit. In addition, the parents or a 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 Rocky Hill during their school registration verification appointment. Please see pages 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 proving residency to attend Rocky Hill Public Schools falls on the student's parent or guardian, or student if eighteen (18) or older.***
- All students attending Rocky Hill Public Schools under a Residency Affidavit are subject unannounced residency visits and or observations by the Director Residency to verify compliance. Visits may take place during the school week before or after school, on weekends, and during vacations. In addition, addresses are verified utilizing professional search databases like Lexis/Nexis, property searches, DMV, etc.
- All Residency Affidavit's expire on the last day of school 2023. For continued enrollment in the 2023-2024 school year, the parents, guardians or student if eighteen years (18) or older, and the student's host may need to complete a new Residency Affidavit if the Director of Residency Requests a new one. Renewals are randomly selected and will be mailed in the summer 2023. Parents or guardians or the student if eighteen years (18) or older will have 30 days after the mailing date to renew the affidavit and meet residency requirements. After the 30 day period, the student will be withdrawn from Rocky Hill Public schools and the parent or guardian, or the student if eighteen (18) or older, will be required to re-register and re-prove residency.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 Rocky Hill Public Schools, the student will be immediately withdrawn from school. Furthermore, the Town of Rocky Hill reserves the right to recover the cost of educational services from the hosts, parents, guardians or student if eighteen years (18) or older.
- All Residency Affidavits are reviewed by the Rocky Hill Public School's Director of School Enrollment and Residency. For questions, please call (860) 258- 3180.

*******RESIDENCY OFFICER'S REVIEW*******

Signature:

Date of Acceptance:

Residency Visit/Observation Date(s):

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: _____

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

5. Date Moved to Rocky Hill, CT: _____

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

Residency Affidavit
Filled-out by Host (The Rocky Hill Resident)
(Confidential)

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

Name of Student(s): _____

and Student(s) Parent/Guardian: _____ reside with
Parent's Name (only if residing at same address)

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 Rocky Hill, Connecticut. In addition, I certify that the above student(s) are not residing with me for the sole purpose of receiving school accommodations in Rocky Hill and that I am not receiving payment for having the above student 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 RHPS 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 Rocky Hill, 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 Rocky Hill 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 Rocky Hill Public Schools illegally, the student will be immediately withdrawn from Rocky Hill Public Schools and the Town of Rocky Hill reserves the right to recover the costs of such education from me, the undersigned and or the legal guardian(s) of student(s) listed above.

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

Signed: _____ Date: _____
Host (Rocky Hill Legal Resident)

Signed: _____ Date: _____
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 Rocky Hill Resident (Host) Relationship

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

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 Rocky Hill 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 reside with the host.

As a parent/guardian of the student named on this form, and as a nonresident of the Town of Rocky Hill, I attest to the accuracy of the information contained in this form. Further, I certify that, as a permanent resident of the Town of Rocky Hill, the student is eligible for free school privileges. I agree to notify the Rocky Hill Public Schools Residency Office immediately regarding the termination of my child's permanent residence in the Town of Rocky Hill, 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 the Rocky Hill Public Schools illegally, the Town of Rocky Hill 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 RHPS Residency Officer consent to obtain any information pertaining to mine or my child'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 Host's Required Residency Documents: Proof of the Host's residency in Rocky Hill is determined by providing RHPS 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 ROCKY HILL 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 Landlord 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.

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

RESIDENCY DOCUMENTS SUBMITTED ARE REQUIRED TO BE LESS THAN 60 DAYS OLD AND REFLECT CURRENT ROCKY HILL 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 Rocky Hill
 - 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's 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 Rocky Public Schools. Forms subject to Residency Coordinator's approval.

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