



ORANGE PUBLIC SCHOOLS

637 Orange Center Road • Orange, CT 06477

Dr. Vince Scarpetti

Superintendent of Schools

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October 27, 2025

Dear Parents/Guardians:

The Orange Board of Education has a Proof of Residency Policy. The purpose of this policy is to ensure that the educational programs offered by the Board reach those students who are full-time residents of the town of Orange. (Full-time means that a child is domiciled in the town of Orange day and night). Legal exceptions will be considered on a case-by-case basis.

It is not our intent to deprive any student of his/her educational rights, but it is our responsibility to make sure that the educational programs paid for by the tax dollars of Orange residents are offered only to legal residents of the town of Orange. The Superintendent requires that parents or guardians of a child provide appropriate proof of residency in Orange prior to enrollment of their child in Orange Public Schools. The Superintendent shall also require that parents or guardians of a child already enrolled in Orange Public Schools provide appropriate proof of residency prior to January 1st of the year in which their child is enrolled in Grade 3. Please see the attached form. Two current proof of residency documents are required.

We respectfully request your assistance to carry out this mandate. [Policy 5118 \(Students\)](#) can be found on our website (www.oess.org), should you want to review it. **Please return the form to your child's school office no later than Monday, November 24th.**

Thank you very much for your cooperation and understanding of this procedure.

Sincerely yours,

A handwritten signature in black ink, appearing to read "Vince Scarpetti", with a long horizontal flourish extending to the right.

Dr. Vince Scarpetti
Superintendent of Schools

ORANGE BOARD OF EDUCATION
Orange, Connecticut 06477-2432

**PROOF OF RESIDENCY
FOR PURPOSE OF SCHOOL ATTENDANCE**

As evidence of residency and/or contracted for occupancy, a registrant shall provide the school official with two or more of the following documents.

1. Court document/proof of sale _____
2. Mortgage receipt/Escrow documents _____
3. Rent receipt (or pertinent provisions of lease), Real Estate Tax Bill _____
4. Current Utility bill (phone, electric, gas, cable) _____
5. Legal documents demonstrating custody and/or guardianship. _____

ATTACH ABOVE DOCUMENTS TO THIS FORM AND RETURN DIRECTLY TO THE SCHOOL PRINCIPAL. ALL DOCUMENTATION PROVIDED WILL BE HELD CONFIDENTIAL.

Date

Signature of Parent/Guardian

CHILDREN ATTENDING ORANGE SCHOOLS: (Name, Age, School)

To the School Principal:

Please verify all attached documents, sign this form, and place into student's permanent record files.

Date

Verified by _____
School Principal