

Wethersfield Public Schools

Change of Address Form

Please complete a **Change of Address Form** for each child. If you have a lease or mortgage in your own name, please complete this form and contact your student's school secretary with the supporting documents. If you do not have a lease or mortgage in your own name, please complete this form and contact the Residency Officer at the Board of Education at (860) 571-8175 for more information.

PLEASE NOTE: Transportation changes and changes to the student's mailing address cannot be made before proof of residency is received and approved.

Please present the following items to your student's school during your appointment:

☐ Wethersfield Public Schools Change of Address Form

☐ Parent/Guardian's Valid Photo Identification (i.e. driver's license or passport)

☐ Proof of Parent/Guardian's Residency (required for all address changes.) Please provide:

If leasing:

- A current lease which must list all tenants living in the rental unit. Lease must be signed by lessor/lessee and dated. Please provided landlord contact information.

OR

- Notarized Landlord Affidavit.

OR

- Section 8 Agreement.

Homeowner:

- The most recent real estate tax bill. This can be obtained from the tax office in the Town Hall.

OR

- A recent mortgage statement. The name and address on the statement must match the family information on the registration form.

OR

- Warranty Deed.

☐ **Residency Attestation** (Required when parent(s)/ guardian(s), and/or student(s) are living with a legal Wethersfield resident in a dwelling that is owned or leased by that legal Wethersfield resident.) This form must be filled out with the District Residency Officer. Both the Parent/Guardian and the legal resident **must be present** at the time the form is filled out. Appointments can be made with the Residency Office at 860-571-8175. If you are living with another Wethersfield family the following must be provided:

- If the Wethersfield family rents, then the lease must reflect the names of the extended family that is moving in with them.
- If the Wethersfield family owns a home, then the Wethersfield resident must provide the real estate tax bill for the property proving they are residents.
- In both cases above, the current Wethersfield family must write a letter explaining that friends or extended family has their permission to reside at their address. The family moving in must write a similar letter explaining they have permission from the Wethersfield family to reside at their address.

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Change of Address Form

Student Legal Name: _____
First Name Middle Name Last Name

Date of Birth: _____

School: ☐ Alfred Hanmer Elementary School
☐ Charles Wright Elementary School
☐ Emerson-Williams Elementary School
☐ Highcrest Elementary School
☐ Samuel B. Webb Elementary School
☐ Silas Deane Middle School
☐ Wethersfield High School
☐ Outplaced Magnet/Technical School: _____
Please Provide Name of School

Grade: _____

Student's Old Address: _____

Student's New Address: _____

I hereby affirm that: _____ is my _____ and
that he/she legally resides with _____
(Name of Parent(s)/Guardian(s))
at _____
(Number and Street,)

Please check (✓) appropriate box :

- ☐ This is the only residence for this child, who is living with me for purposes of permanent parenting and care.
OR
☐ There are certain aspects or conditions of this child's residency that are explained in an attached document. (e.g. court ordered child care sharing or guardianship).
Under no circumstances, however, is this child residing with me for the sole purpose of attending school in Wethersfield, nor am I receiving any payment for having this child reside with me for that purpose.

Signature of Parent/Guardian: _____ Date: _____

Relationship to student: _____

----- *WPS office use only:* -----

McKinney Vento ☐ *Yes* ☐ *No* *Approved:* _____

Residency Officer Approval: _____ *Student Data Form Completed:* ☐ *Yes* ☐ *No*