

November 5, 2013

Dear Parent/Guardian:

We are in the process of verifying residency status for all students in grades K-12. The first phase of this process requires this mailing to be sent to the home address of only elementary school students.

In order to determine legitimate Trumbull Public Schools enrollment status, the following documents must be submitted by December 6, 2013.

**Homeowners**

- Appendix A-Residency Verification Form with **only** Page 1 fully completed
- Copy of Property Field Card (available at Town Tax Assessor's Office, Town Hall – no fee) **and** a current utility bill (water, electric, gas, or sewer) **OR** a copy of current property tax bill **and** a current utility bill (water, electric, gas, or sewer)

**Non-Homeowners (renters, families living with relatives, or any non-permanent situations)**

- Appendix A-Residency Verification Form with Pages 1, 2, and 3 fully completed and notarized
- Current lease/rental agreement signed by the landlord with landlord's contact number
- Two** current utility bills (electric, gas, water or cable)
- Connecticut driver's license or a passport
- Page 4 Affidavit of Property Owner/Landlord Application completed and signed by landlord

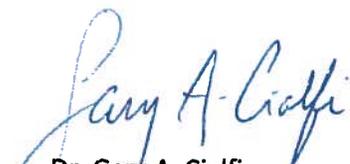
**Guardianship (Homeowner or Non-Homeowner)**

- Complete steps above for either Homeowner or Non-Homeowner status
- Appendix B -Form #1 – *Parent's Affidavit Child Not Living with Either Parent*, signed and notarized
- Appendix B -Form #2 – *Guardian's Affidavit Child Not Living with Either Parent*, signed and notarized
- Copy of the court order or appointing authority document

Please submit the above documents by December 6, 2013 to: Trumbull Public Schools, Residency Verification Office, 6254 Main Street, Trumbull, CT 06611. (Office Hours: Monday and Friday, 8:00 a.m. – 4:00 p.m. and Extended Office Hours: Tuesday, Wednesday, and Thursday, 7:30 a.m.–6:00 p.m.)

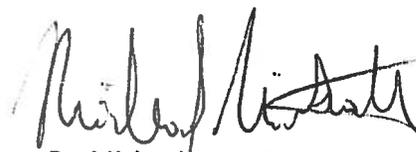
If you have questions or need additional information, please contact the Residency Office at 203-452-4348.

Thank you for your cooperation.



Dr. Gary A. Cialfi  
Superintendent

Sincerely,



Dr. Michael P. McGrath  
Assistant Superintendent

**TRUMBULL PUBLIC SCHOOLS  
APPENDIX A  
RESIDENCY VERIFICATION**

To be completed by child's parent or legal guardian. If non-permanent residents of Trumbull (e.g., renters, families living with relatives, or other special considerations as outlined in policy), please fully complete the entire form (Pages 1, 2, and 3) and have the form notarized.

**PLEASE PRINT LEGIBLY.**

Date of Application: \_\_\_\_\_

1) Name of Child: Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

2) Home Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

3) Previous Address: \_\_\_\_\_ Number of Years: \_\_\_\_\_

4) Trumbull School to Attend: \_\_\_\_\_ Grade: \_\_\_\_\_ Start Date: \_\_\_\_\_

5) Home Telephone (required): (    ) \_\_\_\_\_ Cell Number: (    ) \_\_\_\_\_

6) Previous School & District Attended: \_\_\_\_\_ Date(s) Attended: \_\_\_\_\_

Previous School & District Attended: \_\_\_\_\_ Date(s) Attended: \_\_\_\_\_

7) List all children residing in household

Last Name	First Name	Date of Birth	Gender	School	Grade

8) List all Parents or Guardians:

Name: Last \_\_\_\_\_ First \_\_\_\_\_ MI: \_\_\_\_\_

Relationship: Mother/Father/Guardian/Other \_\_\_\_\_

Name: Last \_\_\_\_\_ First \_\_\_\_\_ MI: \_\_\_\_\_

Relationship: Mother/Father/Guardian/Other \_\_\_\_\_

Name: Last \_\_\_\_\_ First \_\_\_\_\_ MI: \_\_\_\_\_

Relationship: Mother/Father/Guardian/Other \_\_\_\_\_

Name: Last \_\_\_\_\_ First \_\_\_\_\_ MI: \_\_\_\_\_

Relationship: Mother/Father/Guardian/Other \_\_\_\_\_

**TRUMBULL PUBLIC SCHOOLS  
APPENDIX A  
RESIDENCY VERIFICATION**

- 9) Will the child reside with only one Parent or a Guardian? If yes, Mother \_\_\_ Father \_\_\_ Guardian \_\_\_  
(If yes, a certified copy of court order or custody documents must be submitted)
- 10) Will the child be spending overnights, weekends, holidays, or vacations elsewhere? Yes \_\_\_ No \_\_\_  
(If yes, you must attach written explanation.)
- 11) Does the child temporarily live in the Trumbull School District? Yes \_\_\_ No \_\_\_  
(If yes, briefly explain \_\_\_\_\_  
\_\_\_\_\_ )
- 12) Does the child reside in the Trumbull School District for the primary purpose of allowing the child to attend the Trumbull Schools? Yes \_\_\_ No \_\_\_
- 13) Who claims the child as a dependent on their Federal Income Tax Return? \_\_\_\_\_  
(You may be required to supply the first page of the return.)
- 14) Does either parent or person with whom the child lives maintain another residence elsewhere?  
Yes \_\_\_ No \_\_\_ (If yes, please give address \_\_\_\_\_ )
- 15) If the child is NOT LIVING with either parent: (Must complete Appendix B - Forms 1 and 2- UNLESS A COURT ORDER IS PRESENTED)
- a) Will parent(s) be consulted regarding decisions to be made for the child? Yes \_\_\_ No \_\_\_
  - b) To what extent will the child's financial support be provided by the parent(s), guardian or others? Please be specific \_\_\_\_\_  
\_\_\_\_\_
  - c) Explain, in detail, the reason for the living arrangement, including whether the consent of the parent(s) has been obtained. \_\_\_\_\_  
\_\_\_\_\_

**COPIES of Documents required by the District to be submitted in support of residency:**  
(Copies of documents must be submitted with each individual student application)

**YOU MUST PRESENT ONE (1) DOCUMENT FROM EACH OF THE FOLLOWING CATEGORIES (A, B, C):**

Check those provided:

**A. Personal identification with photo for ALL parent(s) or guardian(s).**

	Mother	Father	Guardian
a) CT State Driver License, valid/not expired. (If Interim license, must provide copy of prior license with photo.			
b) If CT License is not available, copy of U.S. Passport			
c) CT License & Passport not available, other photo ID, such as employee ID.			

**TRUMBULL PUBLIC SCHOOLS  
APPENDIX A  
RESIDENCY VERIFICATION**

**B. Property Rights**

YES

- 1. Real Estate Property Field Card (obtained at Trumbull Town Hall) OR current property tax bill and current utility bill (water, electric, gas or sewer)
- 2. Fully executed Rental Lease if not a property owner. (The owner of the property must complete Page 4 - Affidavit of Property Owner/Landlord ). (When lease is renewed, copy must be submitted along with the latest electric utility bill.)
- 3. If renting, but no lease, OR if moving in on a non-rental basis, the owner of the property must complete the Affidavit of Property Owner/Landlord.

**C. Occupancy of Property**

- 1. Copy of current electric utility bill showing usage. (If new residence, electric account number must be supplied with application followed by submittal of electric bill, showing usage within 60 days of occupancy.) Account Number: \_\_\_\_\_
- 2. If not paying for electricity, other current utility bill (e.g., water, gas, oil, or sewer).

I (We) affirm that the information provided on this form is true and accurate. I (We) understand that the District may investigate any allegation contained in this form and may ask for written proof of any statement. In order to verify the information or statements provided on this form (including any supporting documents and affidavits), I (we) give consent for the release of this form (including any supporting documents and affidavits) or any information contained in this form to the Town of Trumbull, the landlord, or any other third party in furtherance of the School District's investigation. I (We) will inform the District of any change of address with 30 days. I (we) understand that if the allegations contained in this form (including supporting documents and affidavits) are determined not to be true and accurate, I (we) will be held responsible for the payment of tuition to the District. I (we) understand that a perjured or fraudulent statement may lead to a criminal prosecution under the criminal statutes of the State of Connecticut.

\_\_\_\_\_  
SIGNATURE OF MATERNAL PARENT OR GUARDIAN

\_\_\_\_\_  
SIGNATURE OF PATERNAL PARENT OR GUARDIAN

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
DATE

NOTARY:

Sworn to before me this \_\_\_\_\_ day  
Of \_\_\_\_\_

\_\_\_\_\_  
Notary Public

DISTRICT APPROVAL: \_\_\_\_\_

DATE: \_\_\_\_\_

Notes: Original to Student File with Documents



**APPENDIX B - Form #1** (Revised: July, 2011)  
**Parent's Affidavit – Child Not Living With Either Parent**

Trumbull Public Schools  
6254 Main Street  
Trumbull, Connecticut, 06611

The Trumbull Board of Education, in compliance with statute 10-253(d) of the State of Connecticut, requires this form to be completed for any student enrolling in Trumbull Public Schools and is **not residing with his/her parent(s)** and/or whose parents are not residing in Trumbull.

**The student, parent and legal guardian with whom the student is living must fill out this form together.**

I, hereby, certify that \_\_\_\_\_ is my \_\_\_\_\_  
(Student's Name) (Relationship)

and he/she resides with \_\_\_\_\_ who is \_\_\_\_\_  
(Name of Person) (Guardian - Relationship)

at \_\_\_\_\_  
(No. and Street) (City) (State) (Telephone #)

I, further, certify that this is intended to be a bona fide permanent address at which my child will be living full time, typically 7 days a week and that I am not providing payment to \_\_\_\_\_ for having my child reside at this permanent address.  
(Guardian's name)

I, further, certify that my son/daughter **is not living with me** because \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby certify that the said Guardian (Insert Name) \_\_\_\_\_ has full right to act in my child's behalf concerning any and all school disciplinary, administrative, medical and school matters.

As a parent of the student named on this form, I attest to the accuracy of the information contained in this form. Further, I certify that, as my child is a permanent resident of the Town of Trumbull, the student is eligible for free school privileges. I agree to notify school officials immediately regarding the termination of the student's permanent residency in the Town of Trumbull 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 Trumbull Public School illegally, the Town of Trumbull reserves the right to recover the costs for such education from me, the undersigned. I understand that this document may be used in a court of law as evidence against me.

**I understand that a perjured or fraudulent statement may lead to my criminal prosecution under the criminal statutes of the State of Connecticut.**

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

**SUBSCRIBED AND SWORN BEFORE ME ON THIS \_\_\_\_\_ DAY \_\_\_\_\_**

Notary Public \_\_\_\_\_ My Commission expires \_\_\_\_\_

**APPENDIX B - Form #2** (Revised July, 2011)  
**Guardian's Affidavit – Child Not Living With Either Parent**

Trumbull Public Schools  
6254 Main Street  
Trumbull, Connecticut, 06611

The Trumbull Board of Education, in compliance with statute 10-253(d) of the State of Connecticut, requires this form to be completed for any student enrolling in Trumbull Public Schools and **is not residing with his/her parent(s)** and/or whose parents are not residing in Trumbull.

**The student, parent and legal guardian with whom the student is living must fill out this form together.**

I, hereby, certify that \_\_\_\_\_ is my \_\_\_\_\_  
(Student's Name) (Relationship)

and he/she legally resides with me at \_\_\_\_\_  
(No. and Street)

I, further, certify that this is intended to be a bona fide permanent address that this child will be living with me full time typically seven days a week, and that I am not receiving payment for having this child reside with me. I further certify that this child **is residing with me** because \_\_\_\_\_

As the Guardian of the student named on this form, and as a resident of the Town of Trumbull, I attest to the accuracy of the information contained in this form. Further, I certify that as a permanent resident of the Town of Trumbull, the student is eligible for free school privileges. I agree to notify school officials immediately regarding the termination of the student's permanent residency in the Town of Trumbull, 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 Trumbull Public School illegally, the Town of Trumbull reserves the right to recover the costs for such education from me, the undersigned. **I also understand that this document may be used in a court of law as evidence against me.**

As the guardian of the student, please indicate the date and source of your authority:

Date \_\_\_\_\_ Appointing Authority \_\_\_\_\_

I, \_\_\_\_\_, understand that I have full responsibility for this student concerning any and all school, disciplinary, administrative, and medical matters.  
(Guardian's Name)

**I understand that a perjured or fraudulent statement may lead to my criminal prosecution under the criminal statutes of the State of Connecticut.**

Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

**SUBSCRIBED AND SWORN BEFORE ME ON THIS \_\_\_\_\_ DAY \_\_\_\_\_**

**Notary Public \_\_\_\_\_ My Commission Expires \_\_\_\_\_**