



Leslie Torres-Rodriguez, Ed.D.
Superintendent

Sherri Davis-Googe
Executive Director

Anna Robbins
Business Manager
Granby Public Schools
15-B North Granby Road,
Granby CT 06035

January 28, 2020

Re: Residency Verification for Hartford Resident Students

Dear Ms. Robbins:

Hartford Public Schools is in receipt of the special education tuition invoice for Hartford resident students enrolled in your district. Beginning with school year 19-20, Hartford Public Schools is requiring proof of residency documentation for each student prior to submission of payment.

Outlined below are the acceptable documents for proof of residency. Note: Bills or statements must be dated within the last 3 months; lease agreement date range must include the current month.

Proof of Residency Acceptable Documents

Provide 1 of the following primary documents in the name of the Parent/Guardian(s)

- Current Mortgage Statement
- Lease Agreement
- Current Utility Bill (electric, gas, or water) **OR**

Provide 2 of the following secondary documents in the name of the Parent/Guardian(s) with matching addresses:

- Current Bill (Cable or Phone)
- Current Pay Stub
- Current Proof of Government Benefits

If the parent/guardian is unable to provide proof of residency due to living with family member or friend, a Certification of Residency Form must be completed and notarized by both parties. Also a proof of residency document must be provided by the Hartford resident the parent/guardian lives with (see attached).

Please provide the following document(s) for each student listed on the invoice as soon as possible to facilitate payment.

Thank you,

Sherri Davis-Googe
Executive Director, Office of Enrollment and School Choice

cc: Dr. Alberto Vazquez-Matos, Deputy Superintendent of Schools
Maureen Colman, Executive Director, Financial Management
Terri Ann Bouley, Tuition Specialist



CERTIFICATION OF RESIDENCY

(For families living with someone who is the owner/tenant of a residence in Hartford)

As part of HPS residence verification process, as the owner/tenant of a residence in Hartford need to verify that:

Student	School	Grade

And his/her parent(s)/legal guardian(s) _____
Parent/guardian's Name

Reside at _____ with me or in a Hartford residence owned by me.

AFFIDAVIT

I, _____, certify that the above named student(s) and parent(s) /guardian(s) reside with me or are in a residence that the above by me at the above listed address, in the City of Hartford. I realize that if I make a false statement as to the residency, I may be held liable for a share of the cost of the education of the said student(s) if they, in fact, do not permanently reside in Hartford

I agree to notify school district immediately regarding the termination of the named student'(s) full time physical presence or permanent residency at the above mentioned address in the City of Hartford, in which event the student will no longer be eligible for free school privileges.

I also understand that should the student(s) be found attending Hartford Schools illegally, the City of Hartford Reserves the right to recover the costs of such education, from me, the undersigned.

I also understand the that a false statement may lead to the disenrollment of the above named student(s) and may lead to prosecution under the criminal statues (i.e.C.G.S 53a-122) of the State of Connecticut as explained below.

I further state here that I have had this form explained to me and I am aware of my responsibility under the applicable laws concerning residency and school enrollment.

C.G.S 53A-1 22-Larceny I degree; the property or service is obtained by defrauding a public community and such property exceeds \$2,000. (Larceny I degree is a Class B felony) with a punishment of "Not less than one year nor more than twenty years imprisonment and/ or a fine up to \$10,000.00)

SIGNED _____
Legal Resident of Hartford

Date: _____

Sworn to and subscribed before me this _____ day of _____ 20____, by _____.

_____/_____/_____
Notary Public Signature *Date*

My commission Expires: _____/_____/_____