



## PROOF OF RESIDENCY & REQUIREMENTS

### Admission/Residency

To complete the registration process, the student’s parents or legal guardian must prove legal residence in Westfield.

### Exceptions

The residency requirements do not apply to the following:

- a. Students enrolled in the high school under special programs approved by the School Committee, such as educational exchange programs;
- b. Tuition paying students, as permitted by law;
- c. Students who are entitled to attend under the McKinney-Vento Act.
- d. Students placed by the Department of Children and Family (DCF) in a residence in Westfield. The Foster Parents will need to validate residence.

All applicants for enrollment must submit at least one document from Section A, B, and C. Other documents may be requested, including but not limited to those listed below.

### **Section A: Evidence of Residency**

- Record of recent mortgage payment and/or property tax bill
- Copy of Lease *and* copy of recent rental payment
- Legal affidavit from landlord affirming tenancy *and* record of recent rental payment
- Section 8 Agreement

### **Section B: Evidence of Occupancy**

- A recent utility bill or work order dated within the past 60 days showing Westfield address (Gas bill, Oil bill, Electric bill, Home telephone bill, Cable television bill)

### **Section C: Evidence of Identification (Photo ID)**

- Valid MA driver’s license with current address
- Current vehicle registration
- Valid MA photo ID card with current address
- Valid Passport
- Or one of the following dated within the past year, W-2 form, Excise Tax bill, Property Tax bill
- Or dated in the past 60 days: payroll stub, bank or credit card statement

A determination that a student does not actually reside in Westfield renders the student ineligible to enroll in the Westfield Public Schools or, if the student is already enrolled, shall result in the termination of enrollment. ***Please be aware that M.G.L. c 76 §5 allows the District to obtain the daily tuition rate from any adult who enrolled a student in the Westfield Public Schools, knowing that the student was not a resident.***

Student’s Name: \_\_\_\_\_

**THE SECTION BELOW MUST BE COMPLETED BY AUTHORIZED PERSONNEL ONLY**

### **Section A: Evidence of Residency**

- \_\_\_ Record of recent mortgage payment and/or property tax bill
- \_\_\_ Copy of Lease *and* copy of recent rental payment
- \_\_\_ Legal affidavit from landlord affirming tenancy *and* record of recent rental payment
- \_\_\_ Section 8 Agreement

### **Section B: Evidence of Occupancy**

A recent utility bill or work order dated within the past 60 days showing Westfield address

- \_\_\_ Gas bill \_\_\_ Oil bill \_\_\_ Electric bill \_\_\_ Home telephone bill \_\_\_ Cable television bill

### **Section C: Evidence of Identification (Photo ID)**

- \_\_\_ Valid MA driver’s license
- \_\_\_ Current vehicle registration
- \_\_\_ Valid MA photo ID
- \_\_\_ Valid Passport

Or one of the following dated within the past year: \_\_\_ W-2 form \_\_\_ Excise Tax bill \_\_\_ Property Tax bill

**STATEMENT OF RESIDENCY VERIFICATION**

Student's Full name: \_\_\_\_\_

First

Last

Current Address: \_\_\_\_\_

Date residence began at this address: (month/year) \_\_\_\_\_  current student  new enrollment

Previous Address: \_\_\_\_\_

Please read statements, checking the appropriate box and sign below:

I wish to enroll the above named student in the Westfield Public Schools. I understand that pursuant to Massachusetts law and School Committee Policy, students who reside in Westfield may attend the Westfield Public Schools and students who do not reside in Westfield may not attend the Westfield Public Schools.

I acknowledge that I am required to notify the above student's school, in writing, of any change in address within five (5) calendar days.

I further certify that we the parent(s), legal guardian(s) or responsible adult of the above student. (If signing as a "Responsible Adult", you will be required to complete the Responsible Adult's Affidavit provided by the Westfield Public Schools.)

verify that I reside at the home located at the above listed address, with my child(ren), which is our primary and permanent residence

OR

reside temporarily or in transitional living accommodations, with my child(ren), under the guidelines of the McKinney Vento Act AND

I affirm that all the information on this form is correct to the best of my knowledge. If the student is enrolled in the District on the basis of information knowingly falsified by me, I am liable to the District for the daily tuition rate and the student will be withdrawn. I also understand that if any of the statements made by me are false, that I am subject to be criminally prosecuted for assisting in the obtaining of free public services by fraud. I hereby certify that I will immediately provide the school with any future address changes.

Student's Name: \_\_\_\_\_

Parent(s)/Guardian(s) Full name: \_\_\_\_\_

Today's date: \_\_\_\_\_

Signature: \_\_\_\_\_

**Westfield Public Schools**  
**Responsible Adult Affidavit Form (if applicable)**

This form is to be completed by the person who is not the parent or legal guardian of a child seeking enrollment in the Westfield Public Schools.

I/we, swear under oath, that the following information is true:

1. Print student's name: \_\_\_\_\_, a child of school age, is living with me: Street Address: \_\_\_\_\_ Westfield, MA
2. I am not the parent or legal guardian of the above listed student.
3. My relationship to this child is: \_\_\_\_\_
4. I am not able to obtain authorization from the parents/guardians because: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. I understand that temporary residence of a child in the City of Westfield, solely for the purpose of attending the Westfield Public Schools is not considered a "residency".
6. I will act as the responsible adult to make any decisions regarding the education of this child during his/her enrollment in the Westfield Public Schools.
7. I understand that the Westfield Public Schools reserve the right to investigate the reasons why this child does not reside with a parent or legal guardian.

Signed under the pains and penalties of perjury:

Name (printed) \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Name (printed) \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

This form must be presented to and signed and notarized by a duly authorized Notary Public in the Commonwealth of Massachusetts, Hampden County.

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, before me, the undersigned Notary Public, personally appeared \_\_\_\_\_ (name of document signer), proved to me through evidence of identification, which were \_\_\_\_\_, to be the person whose name is signed on the document in my presence.

Official signature and seal of Notary: \_\_\_\_\_

Notary Commission expiration date: \_\_\_\_\_