

# CHANGE OF ADDRESS PACKET

To complete a Change of Address for your Berlin district student, please contact the Board of Education at (860) 828-6581 to set up an appointment to submit your paperwork. Please have all required forms completed before arriving for your appointment. If you do not have all of your required paperwork at the time of your appointment, you will be asked to schedule a new appointment.

**PLEASE NOTE: Transportation changes and changes to the student's mailing address cannot be made before this form and proof of residency are received.**

Please present the following items during your appointment:

- Parent/Guardian's Valid Photo Identification
- Proof of Parent/Guardian's Residency (please refer to the list of required residency documents)
- Berlin Public Schools Change of Address Form
- Residency Verification Letter
- Notarized Residency Affidavit (if applicable) – Required under the following circumstances:
  - When parent(s), guardian(s), and student(s) are living with a legal Berlin resident in a dwelling that is owned or leased by that legal Berlin resident.
  - When a student under eighteen is **permanently** residing apart from his/her parents(s) or legal guardian(s) with a legal Berlin resident in a dwelling that is owned or leased by that legal Berlin resident.

# BERLIN PUBLIC SCHOOLS CHANGE OF ADDRESS FORM

Student's full legal name: \_\_\_\_\_  
*Last First Full Middle Suffix (e.g., Jr., III)*

Male   
Female

School: \_\_\_\_\_ Grade: \_\_\_\_\_ Date of birth: \_\_\_\_\_  
*Month/Day/Year*

Student's **new physical** address: \_\_\_\_\_  
*(may not be a P. O. Box) Street # Street Apartment # Town State Zip Code*

Student's **new mailing** address (if applicable): \_\_\_\_\_  
*P. O. Box # or Street # Street Town State Zip Code*

Home telephone: ( ) \_\_\_\_\_

<b>FAMILY STATUS:</b> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Single <input type="checkbox"/> Separated <input type="checkbox"/> Mother Deceased <input type="checkbox"/> Father Deceased <input type="checkbox"/> Child resides with: Both Parents <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Other <input type="checkbox"/> Legal custody status*: _____ Legal guardian name if different from parent*: _____  *Please provide any relevant custody/guardianship paperwork that is not already on file.
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**Mother/guardian:** \_\_\_\_\_ Business phone: ( ) \_\_\_\_\_  
*Last name, first name Area Code Number*

\_\_\_\_\_  
*Address (if different from student's address)*

( ) \_\_\_\_\_ @ \_\_\_\_\_ Cell phone: ( ) \_\_\_\_\_  
*Home phone (if different from student's home phone) e-mail address Area Code Number*

Employer: \_\_\_\_\_ Fax: ( ) \_\_\_\_\_  
*Area Code Number*

**Father/guardian:** \_\_\_\_\_ Business phone: ( ) \_\_\_\_\_  
*Last name, first name Area Code Number*

\_\_\_\_\_  
*Address (if different from student's address)*

( ) \_\_\_\_\_ @ \_\_\_\_\_ Cell phone: ( ) \_\_\_\_\_  
*Home phone (if different from student's home phone) e-mail address Area Code Number*

Employer: \_\_\_\_\_ Fax: ( ) \_\_\_\_\_  
*Area Code Number*

## SIBLINGS LIVING IN HOUSEHOLD

Brothers' names: \_\_\_\_\_ Date of birth \_\_\_\_\_ School \_\_\_\_\_  
 \_\_\_\_\_ Date of birth \_\_\_\_\_ School \_\_\_\_\_  
 \_\_\_\_\_ Date of birth \_\_\_\_\_ School \_\_\_\_\_

Sisters' names: \_\_\_\_\_ Date of birth \_\_\_\_\_ School \_\_\_\_\_  
 \_\_\_\_\_ Date of birth \_\_\_\_\_ School \_\_\_\_\_  
 \_\_\_\_\_ Date of birth \_\_\_\_\_ School \_\_\_\_\_

## OTHER OCCUPANTS OF HOME

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

**Proof of Residency is required for all address changes** - Please provide one (1) mandatory item from Category A and one (1) item from Category B. If unable to provide an item from Category B, two (2) items from Category C are required. Documents must be less than 60 days old, unless otherwise noted, and must reflect current Berlin address. Account numbers and amounts may be redacted from forms.

CATEGORY A	CATEGORY B	CATEGORY C
<ul style="list-style-type: none"> <li>• Current Mortgage statement</li> <li>• Copy of property deed if no mortgage statement is available</li> <li>• Settlement Statement or Closing Disclosure (new homeowners only)</li> <li>• Lease – must be unexpired, signed by lessor/lessee, dated and landlord contact information must be provided.</li> <li>• Notarized Landlord Residency Affidavit Form with landlord contact information if no lease exists, if lease is expired, or if lease is weekly or month to month</li> <li>• Section 8 agreement with dates of tenancy</li> </ul>	<ul style="list-style-type: none"> <li>• Current utility bill statement - complete bill required, not just payment stub.</li> <li>• Utility work order showing service address for new homeowners Examples: Electricity Natural Gas Landline Phone Cable or Satellite Water</li> </ul> <p style="text-align: center;"><i>Cell phone bills and shut off notices are not acceptable.</i></p>	<ul style="list-style-type: none"> <li>• Valid driver's license (stickers not allowed).</li> <li>• Valid CT DMV non-driver's photo identification with current address.</li> <li>• Valid automobile registration.</li> <li>• Voter registration.</li> <li>• Current auto or homeowner's insurance declaration page.</li> <li>• Current payroll stub.</li> <li>• Bank or credit card statement.</li> <li>• Court document.</li> <li>• Letter from any government agency.</li> </ul> <p>With Berlin address and dated for most current tax year:</p> <ul style="list-style-type: none"> <li>• W-2 form</li> <li>• Auto or property tax bill</li> </ul>

I am a resident of Berlin and this student is residing in Berlin. I understand that the items listed below are mandatory to complete my request for a change of address. I have included the following required documents with this completed change of address packet (please check each applicable box):

- Parent/Guardian's Valid Photo Identification**
- One Proof of Residency Form from Category A**
- One Proof of Residency Form from Category B or two forms from Category C**
- Residency affidavit (if applicable)**

\_\_\_\_\_  
*Parent/Guardian's Signature*

\_\_\_\_\_  
*Date*

## TRANSPORTATION

Please list any changes you would like made to and/or from school. Per school policy, multiple pick-up/drop-off locations are not allowed. All students are expected to take the same bus and use the same stop each day of the week. Any request for a change must be made at least two weeks in advance of any possible change being approved or taking place. Such changes must be permanent in nature. You will be contacted once your request is reviewed. Date you would like new transportation to start: \_\_\_\_\_

I wish to have my child **picked up** at stop closest to: \_\_\_\_\_ (address)  
 Home       Childcare

If childcare, provider's name and phone number: \_\_\_\_\_

I wish to have my child **dropped off** at stop closest to: \_\_\_\_\_ (address)  
 Home       Childcare

If childcare, provider's name and phone number: \_\_\_\_\_

Parent will transport **to** school. YES  NO

Parent will transport **from** school. YES  NO



## **Residency Verification Letter**

In accordance with Sections 10-186, 10-220 and 10-253(d) of the Connecticut General Statutes, the Berlin Board of Education requires proof of residency in Berlin during the school enrollment process. Individuals seeking to enroll in Berlin Public Schools will therefore be required to provide such proof. All residency documents submitted are subject to verification by the Berlin Board of Education. Proof of residency is also required for a change of address within town.

Pursuant to Section 10-253d of the Connecticut General Statutes, a child living with any individual other than the child's parent/legal guardian can attend school in the district only if such residence is 1) permanent; 2) provided without pay; and 3) not solely for the purpose of gaining school accommodations. In accordance with the statute, the district has the right to require proof that all three requirements have been satisfied.

In accordance with Section 10-186(b)(4) of the Connecticut General Statutes, if it is determined that a student has been enrolled in Berlin Public Schools in violation of the statutes referenced above, the Berlin Board of Education has the right to assess tuition. Such tuition would be based on the district's per diem net current local educational expenditure (as defined in section 10-261), multiplied by the number of days the student was improperly enrolled in Berlin Public Schools. In addition, the statute provides that the Board of Education may seek to recover the amount of the assessment through available civil remedies.

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By signing below, I have read and understand the residency requirements concerning enrollment in Berlin Public Schools. I understand the Berlin Board of Education has the authority to impose tuition as outlined above if the student being enrolled is not in fact a resident of Berlin. I also understand that the Berlin Board of Education has the right to pursue any and all legal remedies in the event that a student is enrolled improperly. I hereby give consent to the Berlin Board of Education to verify any information pertaining to the permanent residency of all pertinent parties involved in this registration.

\_\_\_\_\_  
Print Student's Name

\_\_\_\_\_  
Print Parent/ Guardian's Name

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date