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|  | **REGISTRATION INFORMATION – DOCUMENTS NEEDED** |

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| **Category** | **What you need to provide:** |
| 1. **Child’s Proof of Age**
 | Birth Certificate (original preferred, but not required), CT state issued identification document, or Passport. Document must have child’s legal name and date of birth. |
| 1. **Parent/Guardian ID**
 | A photo identification of the parent/ guardian registering the child must be provided. Acceptable documents include a Driver’s License, CT State ID Card, or Passport. |
| 1. **Proof of Residency (where you live)**
 | Your home address must be verified at registration through a review of at least three documents, one from each of the three categories listed below. Per Connecticut state law, “residency must be permanent, provided without pay, and not for the sole purpose of obtaining school accommodations.” |
| **One document from Category A 🡺** | * Current mortgage statement and/or mortgage coupon book; or
* Copy of current lease, signed and dated by both landlord and tenant; or
* “**Residency** **Declaration Form**” from landlord confirming tenancy plus a copy of current rent payment (i.e., if you rent month-to-month with no lease)
* Section 8 housing agreement
* Certificate of Residency \* (see below)
* Copy of property deed
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| **One document from Category B 🡺** | * Current utility bill (gas, electric or propane) or work order showing service installation address
* Phone bill (landline only)
* Cable, satellite or internet provider bill
* Water bill
* Current proof of government benefits showing an address (disability, Medicare, SNAP, etc.)
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| **One document from Category C 🡺** | * A second utility bill
* A valid driver's license with current address (no stickers)
* Valid Connecticut non-driver's photo identification with current address
* Cell phone bill (not older than 60 days)
* Property tax bill
* Current homeowner's or automobile insurance policy face (declarations) page
* Current payroll stub
* Current bank or credit card statement
* Current letter from a government agency (e.g., military, Social Security)
* Change of address confirmation card from the post office
* Delivery receipt (e.g., appliance or furniture delivery to new dwelling)
* Storage bill
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**Residency and the student’s eligibility to remain in South Windsor Public Schools is subject to review at any time.**

***\* Certificate of Residency.*** *If you reside in a dwelling that is rented or owned by someone else, the person who owns or rents the dwelling (“Host”) must complete the* ***Certificate of Residency Form****. This form is valid for the duration of the current school year, and must be updated by August 15 annually thereafter. If the child lives with someone other than his/her parent, a* ***Guardian Certificate of Residency Form*** *must be provided. This form is valid for the duration of the current school year, and must be updated by August 15 annually thereafter.*

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| 1. **Health Assessment Record and List of Immunizations**
 | All students must provide an updated State of Connecticut Health Assessment Record which reflects the child’s health history and a list of current immunizations. It is preferred, but not required, that the Health Assessment Form be provided at the time of registration. If not available, it can be provided directly to the school but **must be on file with the school nurse before the child can attend school.**  |

If you have questions or need additional information,
contact the Registrar’s Office at (860) 291-1244 or registration@swindsor.k12.ct.us.