



REGISTRATION INFORMATION – DOCUMENTS NEEDED

HOW DO I REGISTER MY CHILD FOR SCHOOL?

- Step 1** Complete the online Pre-Enrollment Student Information Form. (If you are registering more than one student, please complete a separate Pre-Enrollment Form for each child.)
- Step 2** Gather all of the documents needed to verify Child’s Age, Parent’s Identification, and South Windsor* Residency. A list of documents is provided below; additional information regarding residency is available on our website.
- Step 3** Once the Pre-Enrollment Form has been completed, please send your documents to our registrar. You may fax, email or mail copies of your documents as follows:
- Fax:** 860-291-1291, Attn: Registration
- Email:** registration@swindsor.k12.ct.us
- Mail:** South Windsor Public Schools, Attn: Registration; 1737 Main Street, South Windsor, CT 06074
- Step 4** After your documents have been reviewed, the registrar will confirm receipt and give you instructions for next steps. Please allow 72 hours for processing.

**or Hartford, for students enrolled in the CREC Open Choice Program*

WHAT DOCUMENTS DO I NEED TO SUBMIT FOR REGISTRATION?

What	Document(s) Needed
<p>✓ Child’s Proof of Age <i>Must have child’s legal name and birth date</i></p>	Birth Certificate (original preferred, but not required), CT state issued identification document, or Passport
<p>✓ Parent/Guardian ID <i>A photo identification of the parent/guardian registering the child must be provided</i></p>	Driver’s License, CT State ID Card, or Passport
<p>✓ Proof of Residency <i>All children who are enrolled in South Windsor Public Schools must be a resident of South Windsor. Proof of residency must be verified at the time of registration (and may be subject to review at any time thereafter).</i></p>	Three (3) proof of residency documents, one (1) item from each of the three (3) categories listed on page 2. All documents must be less than 60 days old, and reflect the current address.
<p>Health Assessment Record/Immunizations <i>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.</i></p>	It is preferred, but not required, that the Health Form be provided at the time of registration. If not available, it can be provided directly to the school. The form 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

PROOF OF RESIDENCY DOCUMENTS

Per Connecticut state law, “residency must be permanent, provided without pay, and not for the sole purpose of obtaining school accommodations.”

All children who are enrolled in South Windsor Public Schools must be a resident of South Windsor. Proof of residency must be verified at the time of registration through the review of the documents listed below. Residency and the student’s eligibility to remain in South Windsor Public Schools is subject to review at any time.

You can demonstrate that you live in South Windsor by providing three (3) documents: one (1) item from each of the three categories listed below

<p>One document from Category A* →</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Current mortgage statement and/or mortgage coupon book; or <input type="checkbox"/> Copy of current lease, signed and dated by both landlord and tenant; or <input type="checkbox"/> Declaration from landlord affirming tenancy and a copy of current rent payment (i.e., if you rent month-to-month with no lease) “Residency Declaration Form” <input type="checkbox"/> Section 8 agreement; or <input type="checkbox"/> Copy of property deed
<p>One document from Category B →</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Current utility bill (gas, electric or propane) or work order showing service installation address; or <input type="checkbox"/> Phone bill (landline only); or <input type="checkbox"/> Cable, satellite or internet provider bill; or <input type="checkbox"/> Water bill <input type="checkbox"/> Current proof of government benefits showing an address (disability, Medicare, SNAP, etc.)
<p>One document from Category C →</p>	<ul style="list-style-type: none"> <input type="checkbox"/> A second utility bill <input type="checkbox"/> A valid driver's license with current address (no stickers) <input type="checkbox"/> Valid Connecticut non-driver's photo identification with current address <input type="checkbox"/> Cell phone bill (not older than 60 days) <input type="checkbox"/> Property tax bill <input type="checkbox"/> Current homeowner's or automobile insurance policy face (declarations) page <input type="checkbox"/> Current payroll stub <input type="checkbox"/> Current bank or credit card statement <input type="checkbox"/> Current letter from a government agency (e.g., military, Social Security) <input type="checkbox"/> Change of address confirmation card from the post office <input type="checkbox"/> Delivery receipt (e.g., appliance or furniture delivery to new dwelling) <input type="checkbox"/> Storage bill

*** Certificate of Residency.** If you reside in a dwelling that is rented or owned by a South Windsor resident, 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.

Change of Address. If a parent/guardian or a student over the age of 18 changes their address at any time after initial enrollment in South Windsor Public Schools, a formal Change of Address Form must be completed and submitted to the Central Registration Office (including the proof of residency documents listed above). Address changes cannot be made online or through the school office.