

# CHELMSFORD PUBLIC SCHOOLS

## RESIDENCY VERIFICATION CHECKLIST

STUDENT'S NAME: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

RESIDENCE ADDRESS: \_\_\_\_\_

BIRTHDATE: \_\_\_\_\_ GRADE: \_\_\_\_\_ SCHOOL: \_\_\_\_\_

**\*\*\*Secondary Students Must Submit a Student Transcript From Last Attending School\*\*\***

### *Students enrolled in the Chelmsford Public Schools must:*

- \_\_\_\_\_ 1. Live within the legal boundaries of the Chelmsford Public Schools and live with:  
\_\_\_\_\_ Parents – (names) \_\_\_\_\_  
\_\_\_\_\_ Legal Guardians– (names) \_\_\_\_\_  
\_\_\_\_\_ Others– (names) \_\_\_\_\_  
(If “Other,” please explain relationship: \_\_\_\_\_)
- \_\_\_\_\_ 2. Provide one of the following birth documents at enrollment. (If the document is not provided at enrollment or appears to be inaccurate or fraudulent, the school shall notify the Massachusetts Missing Children Clearinghouse for information on missing children to determine if the child has been reported missing.)  
\_\_\_\_\_ Legal birth certificate                      \_\_\_\_\_ Hospital birth record
- \_\_\_\_\_ 3. Health records:  
\_\_\_\_\_ Provide immunization records at enrollment per Massachusetts state law  
\_\_\_\_\_ Provide up-to-date physical  
\_\_\_\_\_ Current or Past Lead Test (for Pre-K or Kindergarten students)
- \_\_\_\_\_ 4. Provide evidence of residency. All parents/guardians are required to show proof of residency at enrollment before their children are permitted to attend any Chelmsford school. Documents must be current and original. At least three forms of proof of residency are required including one of the following:  
\_\_\_\_\_ Proof of home ownership (mortgage monthly receipt or purchase and sale agreement with name and address)  
\_\_\_\_\_ Lease or rental agreement or letter from Transitional Assistance  
\_\_\_\_\_ Notarized affidavit signed by parent and primary lessor. (Lessor must provide documentation as described above; parent and lessor must each provide valid Massachusetts driver’s license.), plus property tax bill from home owner.  
In addition to the above required item, two additional forms of documentation are required from the list below:  
\_\_\_\_\_ Current pay stub with name and current address  
\_\_\_\_\_ Utility bills with name and current address (Gas, electric, or water bill or utility turn-on receipt)  
\_\_\_\_\_ Unemployment check stub with name and current address  
\_\_\_\_\_ Food stamp, TANF card  
\_\_\_\_\_ Valid Massachusetts driver’s license or valid Massachusetts ID with current address, or Passport (Required for identification)

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*\*My signature below confirms that the information checked above and supporting documentation I have provided are true. I understand that fraudulent claims constitute perjury, punishable by law, and can also result in the expulsion of the student from school and immediate demand for tuition.*

\_\_\_\_\_  
\*Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness (Principal or Designee)

\_\_\_\_\_  
Date