

Tolland Residency Procedures

Effective September 1, 2015

Definition of Residence:

"Residence" is the primary place where a person dwells permanently, not temporarily, and is the place that is the center of his or her domestic, social, and civic life. Temporary residence in Tolland for the purpose of attending a Tolland public school, shall not be considered residency.

- I. Residency in Tolland for the purpose of enrolling in the Tolland Public Schools can be established under the following conditions:
 1. Residency is intended to be permanent.
 2. Residency with another person is intended to be permanent.
 3. Residency is provided without pay from the child's family.
 4. Residency is not for the sole purpose of obtaining school accommodations in Tolland Public Schools.
 5. The student being registered must reside with the person registering them (i.e. spend their nights at this location).
 6. The person registering the student must be the parent, guardian, or a caregiver of the child being registered.

- II. Acceptable documentation to establish residency in Tolland for the purpose of enrolling in the Tolland Public Schools is TWO (2) of the following documents (one from each category)
 1. Connecticut Driver's License with current address *embedded*. A sticker stating the address on the license is *not acceptable*.
 2. CURRENT Utility bill (GAS, ELECTRIC, OIL, WATER, CABLE ONLY) no more than two months old from the date of registration) of the owner or renter of the premises provided (home address provided) who is also the parent, guardian, or caregiver of the child being registered. Utility bills can be electrical, or fuel.
 3. Current lease agreement (inform the registrant they will be verified).
 4. Social Security Office documentation
 5. Ownership Deed for the Tolland residence
 6. Mortgage Statement (current, within two months)
 7. Notarized Affidavit of Parent/Guardianship identifying a Tolland Home Address

- III. TEMPORARY registration documentation (if none of the above documentation is available, the following may be *temporarily* accepted).

This documentation is accepted on a temporary four week basis. Within four weeks, items from SECTION II must be presented to the school to continue registration, otherwise the Superintendence office will be contacted for an audit of the residency. If an extension is needed after the four weeks they must contact the superintendent's office in writing.

 - a. Mortgage closing documentation
 - b. Property Tax Bill

IV. Relocating to Town, but not currently in Town

This documentation and procedure is specifically for cases where individuals have purchased a home in Tolland, and are in possession of a contract. They may register the student(s) on a *temporary* basis if they plan to occupy the house within 90 school days. If they will not occupy the home within 90 school days from the date of registration, TPS cannot accept the registration at this time. In those cases, families are encouraged to register in the district in which they currently reside. Please note, the TPS office registering the child must follow up with the family each 4 week period until items from Section II have been provided to establish residency. If after 90 days residency has not been established, the Superintendent must be contacted to report a potential Residency Violation.

- V. All Residency processing will be completed by the central office, 51 Tolland Green. Anyone wishing to register children in the Tolland Public Schools must first come to the central office to be cleared for enrollment. Once the residency paperwork has been completed by the central office, the Tolland Public Schools Residency Approval form will be sent to each of the appropriate schools from the central office, verifying that the student listed on the form is approved to register for enrollment in the school. If this form is not received by the school, or if it is marked *denied* then the students should NOT be registered or enrolled. Parents or Guardians that show up at a school attempting to register their child in that situation must be referred back to the central office. The central office will inform parents of the outcome of their residency verification.

Please note:

- The owner of the residence in Tolland / person renting in the Town of Tolland must be the one providing the aforementioned required documentation for the residence at which the student will reside.