



BERLIN PUBLIC SCHOOLS

238 KENSINGTON ROAD □ BERLIN, CONNECTICUT 06037-2648
OFFICE 860-828-6581 □ FAX 860-829-0832

BRIAN J. BENIGNI
SUPERINTENDENT
OF SCHOOLS

LAURIE A. GJERPEN
KARA WATSON
CO-DIRECTORS OF
CURRICULUM

LINDA HOLIAN
DIRECTOR OF PUPIL
PERSONNEL SERVICES

ASHLEY L. DORSEY
DIRECTOR OF
FINANCE

JEFFREY P. CUGNO
DIRECTOR OF
OPERATIONS

DENISE M. PARSONS
DIRECTOR OF
HUMAN RESOURCES

PRIOR TO MOVE IN RESIDENCY AFFIDAVIT INSTRUCTIONS

(Requesting permission to Enroll Student Prior to Move-In Date)

- A Tuition Waiver may be granted if the family is buying/building/renting a home and it will not be ready prior to enrollment. The attached Residency Affidavit will need to be completed in front of a notary, notarized, and approved by the superintendent in order to be valid.
- The family must take occupancy of the home within 90 days from the date the notarized form is submitted and approved.
- In lieu of proof of residency paperwork, the parent/guardian(s) must provide one of the following:
 - loan commitment letter with a closing date that is within three months of affidavit submission
 - copy of a certificate of occupancy showing that the home will be habitable within three months of affidavit submission
 - lease with an occupancy date that will be valid within three months of affidavit submission.
- If building has not begun, residency cannot be granted.
- The parent/guardian(s) will be responsible for the student's transportation until the family takes occupancy of the home.
- A copy of the closing documents will need to be provided once the family moves into the home, along with a utility bill or request for service verification letter.
- All Residency Affidavits are reviewed by Berlin Registration Personnel and sent to the Superintendent of Schools for final approval. **For questions, please contact Margarita Alahverdian by phone at 860-828-6582 or by email at malahverdian@berlinschools.org.**

Residency Questionnaire for Families
Requesting Permission to Enroll Prior to Move-In Date

(All sections must be completed for form to be valid)

Replies are kept confidential and are intended to be used only to certify that a student is entitled to attend Berlin Public Schools.

First Student's Name _____ DOB: _____ Grade _____
(Last) (First) (Middle)

Second Student's Name _____ DOB: _____ Grade _____
(Last) (First) (Middle)

Third Student's Name _____ DOB: _____ Grade _____
(Last) (First) (Middle)

Address before moving to Berlin _____
(No. and Street) (City) (State) (Zip Code)

New address _____
(No. and Street) (City) (State) (Zip Code)

Name of Father _____
(Last) (First) (Middle)

Father's Address _____
(No. and Street) (City) (State) (Zip Code)

Name of Mother _____
(Last) (First) (Middle)

Mother's Address _____
(No. and Street) (City) (State) (Zip Code)

Who will reside with the student(s) at the new home? ____Mother ____Father ____Both

Date student(s) will move to new residence: _____

Signature of Parent/Guardian

Signature of Parent/Guardian

Date: _____



BERLIN PUBLIC SCHOOLS

CONFIDENTIAL RESIDENCY AFFIDAVIT

(Please Print)

I, a parent ☐ guardian of _____,
(name of child)

declare under the penalties of perjury that I am building/buying/renting a residence within the town of

Berlin located at _____ and expect to
(street address)

take up occupancy by _____.
(date)

I understand that if I have not provided written proof to the Berlin Board of Education of such occupancy by the date last waived below, I shall be held liable for tuition charges on a pro rata basis, retroactive to the first day of the current school year.

I further understand that if the information supplied is incorrect and the student is not entitled to enroll tuition free under the terms of this waiver, the student shall be immediately discharged from the school system and the prevailing tuition charges assessed against me for each day the student was enrolled.

I understand that a perjured or fraudulent statement may lead to prosecution under the criminal statutes of the State of Connecticut which is stated below (Larceny 53a122), and that the student may be immediately discharged. I also understand that this document may be used as evidence in a court of law.

_____(L.S.)
Parent or Guardian

Subscribed and sworn to

Before me, this _____

Day of _____, 20____.

Notary Public Signature

Notary Seal

DO NOT WRITE BELOW THIS LINE. FOR OFFICE USE ONLY.

The Berlin Board of Education agrees to allow _____ to attend the Berlin Public
(name of student)

Schools tuition free for the period of _____ through _____ (not to exceed three
(date) (date)

months), based on the above statement by the parents and/or legal guardian and subject to the provisions stipulated therein.

Superintendent's Signature _____ Date: _____