



# 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  
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HUMAN RESOURCES

## RESIDENCY AFFIDAVIT INSTRUCTIONS

- When the parent(s), guardian(s), or student if age eighteen (18) or older are living with a legal Berlin resident (called the **Host** hereafter) in a dwelling that is owned or leased and occupied by the host, the attached Residency Affidavit must be completed in front of a notary by both the parent(s), or guardian(s), or student if age eighteen (18) or older, and the host.
- The Board of Education requires both the host **and** the parent(s), or guardian(s), or student if age eighteen (18) or older, to present proof of residency in Berlin during the school registration process. ***By law, the burden of proving residency to attend Berlin Schools falls on the parent(s), or guardian(s), or student age eighteen (18) or older.***
- For residency verification, the host is required to present Berlin Registration Personnel with a minimum of two (2) documents confirming residency in Berlin. In addition, the parent(s), or guardian(s), or student if age eighteen (18) or older, is also required to present Berlin Registration Personnel with two (2) documents confirming residency in Berlin.
- **All students attending Berlin Public Schools under a Residency Affidavit are subject to residency investigations, which may include unannounced residency visits and surveillance at any time.**
- All Residency Affidavits expire on the last day of school. For continued enrollment, the parent(s), or guardian(s), or student if age eighteen (18) or older **and** the student's host must complete a Residency Affidavit Renewal and provide proof of residency if the student will continue to reside with the host. Renewals will be mailed prior to the close of the school year with a renewal deadline. After the renewal deadline, the parent(s), or guardian(s), or student if age eighteen (18) or older will be required to prove residency **and** complete the registration process once again.
- Should any student be found to be attending Berlin Public Schools illegally, Berlin personnel will notify the public schools in the town of residence and begin proceedings to transfer the student's enrollment. The Town of Berlin reserves the right to recover the cost of educational services from the host(s), parents(s), guardian(s), or student if age eighteen (18) or older.
- All Residency Affidavits are reviewed by Berlin Registration Personnel and sent to the Superintendent of Schools for final approval. **For questions and to set up an appointment to submit forms, please contact Margarita Alahverdian at the Board of Education at (860) 829-6782 or by email at [malahverdian@berlinschools.org](mailto:malahverdian@berlinschools.org).**

## RESIDENTIAL STATUS REPORT AND APPLICATION

(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.*

- For:
1. Students whose residency in Berlin is newly established.
  2. Students who are applying to attend Berlin Schools, and whose families do not live in the town of Berlin.

Completed By: The parent(s), guardian(s), or student if age eighteen (18) or older, and the host.

Forwarded To: The Superintendent of Schools

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Name of Student(s) \_\_\_\_\_ DOB: \_\_\_\_\_ Grade \_\_\_\_\_  
(Last) (First) (Middle)

\_\_\_\_\_ DOB: \_\_\_\_\_ Grade \_\_\_\_\_  
(Last) (First) (Middle)

\_\_\_\_\_ DOB: \_\_\_\_\_ Grade \_\_\_\_\_  
(Last) (First) (Middle)

Berlin Address \_\_\_\_\_  
(No. and Street) (City) (State) (Zip Code)

When did student move into Berlin? \_\_\_\_\_

Former Address \_\_\_\_\_  
(No. and Street) (City) (State) (Zip Code)

Will parents also be living at the new residence? \_\_\_\_ Father \_\_\_\_ Mother \_\_\_\_ Guardian(s) \_\_\_\_ None

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)

Names of all siblings, under the age of 18, NOT attending Berlin Public Schools with ages and addresses (last name need be listed only if different than that of the student's last name):

\_\_\_\_\_  
(First) (Middle) (Age) (Address)

\_\_\_\_\_  
(First) (Middle) (Age) (Address)

Host Name(s) \_\_\_\_\_  
(Last) (First) (Middle)

Host's Relationship to Student \_\_\_\_\_

Why will student be living with Host? \_\_\_\_\_

(Continue on back of form if additional space is needed)

How long will the student be residing at the new residence? \_\_\_\_\_

If the student is not living with his/her family, will the student return to live with his/her family during school vacations, weekends, and/or the summer? \_\_\_ Yes \_\_\_ No \_\_\_ Not Applicable

If yes, please explain \_\_\_\_\_

(Continue on back of form if additional space is needed)

Will the student be staying at the host home seven days a week? \_\_\_ Yes \_\_\_ No

If no, please explain \_\_\_\_\_

(Continue on back of form if additional space is needed)

Will any fees be paid for living at the new residence? \_\_\_ Yes \_\_\_ No

If yes, please explain \_\_\_\_\_

(Continue on back of form if additional space is needed)

We certify that the above named student(s) and parent(s)/guardian(s) reside with the host(s) at the above listed address seven (7) days a week, year-round, in a residency owned or occupied by the host(s) in the Town of Berlin, CT.

We understand that the Residency Affidavit is valid for the current school year only and must be renewed annually.

By signing below, we hereby give consent to the Berlin Board of Education to investigate or obtain any information pertaining to the permanent residency of all pertinent parties. This may include a check with homeowners, landlords, case workers, utilities, government agencies, housing agencies and/or any other agency regarding permanent residency in Berlin, Connecticut.

We hereby agree to notify the school immediately regarding the termination of the student's full time physical presence (permanent residency), in the Town of Berlin in which event the student will no longer be eligible for free school privileges. Finally, we understand that should the student be found to be attending Berlin Public Schools illegally, the student will be immediately withdrawn from Berlin Public Schools and the Town of Berlin reserves the right to recover the costs of such education from the host(s) and/or the legal guardian(s) of the student(s) listed above and/or the student if eighteen (18) or older.

We 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). We also understand that this document may be used as evidence in a court of law.

\_\_\_\_\_  
Signature of Parent/Guardian of Student Applying

\_\_\_\_\_  
Signature of Student (18 years or older)

Date: \_\_\_\_\_

TO BE REVIEWED AND RENEWED EACH SCHOOL YEAR.

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

Received: \_\_\_\_\_  
Date

Approved by: \_\_\_\_\_  
Superintendent of Schools



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## AFFIDAVIT FOR PURPOSES OF RESIDENCY (Parent or Guardian)

STATE OF CONNECTICUT )  
 ) ss:  
COUNTY OF \_\_\_\_\_ )

1. I am a ☐ parent ☐ guardian of \_\_\_\_\_  
(name of child)

2. I reside at \_\_\_\_\_ in the Town of \_\_\_\_\_  
(street address)  
\_\_\_\_\_, State of Connecticut.

3. \_\_\_\_\_ currently ☐ (does not) ☐ (does) reside with me.  
(name of child)

4. It is my intention that \_\_\_\_\_ reside with  
(name of child)  
\_\_\_\_\_ of the Town of \_\_\_\_\_,  
(name of host)

State of Connecticut, and that such residence to be ☐ (permanent) ☐ (temporary).

5. I ☐ (do) ☐ (do not) now pay nor do I intend to pay \_\_\_\_\_  
(name of host)  
for allowing \_\_\_\_\_ to reside with him/her.  
(name of child)  
\_\_\_\_\_(L.S.)

Parent or Guardian

Subscribed and sworn to

Before me, this \_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_.

Notary Public Signature

Notary Seal



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## AFFIDAVIT FOR PURPOSES OF RESIDENCY (Local Resident)

STATE OF CONNECTICUT )  
 ) ss:  
COUNTY OF \_\_\_\_\_ )

Personally appeared \_\_\_\_\_, who made an oath  
(name of resident)  
to the following:

1. I reside at \_\_\_\_\_ in the Town of  
(street address)  
\_\_\_\_\_, State of Connecticut.

2. \_\_\_\_\_ currently resides with me at the  
(full name of student)  
address stated above.

3. I receive ☐ (pay) (no pay) for providing such residence.

4. I intend such residence to be ☐ (permanent) (temporary).

\_\_\_\_\_(L.S.)  
Local Resident

Subscribed and sworn to

Before me, this \_\_\_\_\_

Day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public Signature

Notary Seal



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## AFFIDAVIT FOR PURPOSES OF RESIDENCY (Student, 18 Years or Older)

STATE OF CONNECTICUT )  
 ) ss:  
COUNTY OF \_\_\_\_\_ )

1. I currently reside with \_\_\_\_\_ at  
(name of host)

\_\_\_\_\_ in the Town of  
(street address)

\_\_\_\_\_, State of Connecticut.

2. It is my intention to reside with \_\_\_\_\_ of the  
(name of host)

Town of \_\_\_\_\_, State of Connecticut, and that such residence to

be ☐ (permanent) ☐ (temporary).

3. Such residence is provide ☐ (for pay) (without pay).

\_\_\_\_\_(L.S.)  
Student

Subscribed and sworn to

Before me, this \_\_\_\_\_

Day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public Signature

\_\_\_\_\_  
Notary Seal