

# BELMONT PUBLIC SCHOOLS

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TO: The Parents or Guardians of Students New to the Belmont Public Schools

FROM: John P. Phelan  
Superintendent of Schools

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On behalf of the Belmont Public Schools, let me welcome you to our schools. You are about to join a school community that values and takes great pride in our schools and in our students.

In order for a child to be registered as a Belmont Public School student, the child must actually reside in the town of Belmont. Please refer to Massachusetts General Law Ch.76, Section 5. Certain documents are required to be presented at time of registration. When you go to the school where you plan to register your child, please present the following:

- Child's birth certificate or passport
- School records
- Records of health and vaccination
- Proof of residency in the town of Belmont\*

#### **\*Proof of Residency Requirements:**

If you do not own the home in which you reside, you will need to provide the following:

- A signed and notarized Residency Verification Form from the legal owner of the home (attached)
- An electric light bill or light order from Belmont Light Department. Document should include resident's name and "turn on" date
- A certified copy of your submitted census (obtained at Town Clerk's office) indicating your residency at the property. (The notarized Residency Verification Form is required in order to obtain this certified copy.)

#### **RESIDENCY VERIFICATIONS CANNOT BE COMPLETED AT THE TOWN CLERK'S OFFICE ON ELECTION DAYS**

If you do own the home in which you reside, you will need to provide the following:

- An electric light bill or light order from Belmont Light Department. Document should include resident's name and "turn on" date
- A certified copy of your submitted census (obtained at Town Clerk's office) indicating your residency at the property. The Town Clerk's staff will confirm your ownership of the property per the current records of the Massachusetts Registry of Deeds.

#### **RESIDENCY VERIFICATIONS CANNOT BE COMPLETED AT THE TOWN CLERK'S OFFICE ON ELECTION DAYS**

If you have special circumstances that make it difficult or impossible for you to establish proof of residency please visit the Belmont Public Schools' administration building where your circumstances will be individually evaluated.

We look forward to assisting you in the registration of your child in the Belmont Public Schools and, again, welcome to our school community.

### RESIDENCY VERIFICATION FORM

To Belmont Public Schools:

I hereby certify and swear under oath that I am the legal owner of property located at

\_\_\_\_\_. I also certify and swear under oath that  
(Print) Address

\_\_\_\_\_ and his/her/their children  
(Print) Names of Adults

\_\_\_\_\_ are my tenants and live at the above address  
(Print) Names of All Children

Address as of \_\_\_\_\_.  
Date

If the Belmont Public Schools investigates and finds these statements to be false, you may be required by law to repay any tuition or educational costs due to the Belmont Public Schools for the education of the above referenced children. (Massachusetts General Law Ch. 76, Section 5)

On this day of \_\_\_\_\_, 20\_\_, before me the undersigned notary public, personally appeared \_\_\_\_\_ proved to me through satisfactory evidence of identification, which were \_\_\_\_\_, to be the person whose name is signed on this document and acknowledged to be that he/she signed it voluntarily for its stated purpose.

\_\_\_\_\_  
signature of notary & commission expiration date

notary stamp

\_\_\_\_\_  
Signature of Legal Owner of Residence

\_\_\_\_\_  
Printed Name of Legal Owner of Residence

**By signing this form the Legal Owner of the residence acknowledges that all bedrooms are in compliance with the Massachusetts State Building Code.**