

BELMONT PUBLIC SCHOOLS

JOHN P. PHELAN
SUPERINTENDENT OF SCHOOLS
(617) 993-5401



ANTHONY R. DI COLOGERO
DIRECTOR OF FINANCE,
BUSINESS & OPERATIONS
(617) 993-5430
FAX (617) 993-5439

JANICE G. DARIAS
ASSISTANT SUPERINTENDENT
FOR CURRICULUM & INSTRUCTION
(617) 993-5410

644 PLEASANT STREET
BELMONT, MASSACHUSETTS 02478-2589
(617) 993-5400
FAX (617) 993-5409

MICHAEL E. MCALLISTER
DIRECTOR OF HUMAN CAPITAL
(617) 993-5425

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

FROM: John P. Phelan, Superintendent of Schools, Belmont, Massachusetts

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 reside with their parent or legal guardian 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/passport
- Health records from physician: including physical exam taken place within 12 months, proof of immunization
- Additional Health Records needed for kindergarten registrations: proof of lead test performed when child is greater than 12 months or one year old with date of test and results, vision screening
- Valid government-issued photo identification of parents or legal guardians
- Proof of residency in the town of Belmont*
- Official transcripts
- MCAS scores (if transferring from a public school in Massachusetts)

***Proof of Residency Requirements:**

If you 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. This document should include the resident's name and "turn on date" If you have recently moved to Belmont, and have not received a bill, please contact the Belmont Municipal Light Department (617-993-2800) and request a letter stating that you have signed up for an electric account and are a current resident at the address. **You must submit your first bill showing usage to the school as a follow up.**
- Deed or proof of mortgage payment
- Town Clerk Census document (obtained at Town Clerk's office) indicating your residency at the property; please bring the document with the Town Clerk seal to the school. The Town Clerk's office is located at Belmont Town Hall, 455 Concord Avenue, Belmont, MA 02478. Please be prepared to show proper identification and your light bill or order. The Town Clerk will look up your deed for ownership.

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). Please submit the original with seal to the school.
- A signed lease by both landlord and tenant
- An electric light bill or light order from Belmont Light Department. This document should include the resident's name and "turn on date" If you have recently moved to Belmont, and have not received a bill, please contact the Belmont Municipal Light Department (617-993-2800) and request a letter stating that you have signed up for an electric account and are a current resident at the address. **You must submit your first bill showing usage to the school as a follow up.**
- A certified copy of your submitted census (obtained at Town Clerk's office) indicating your residency at the property; please submit the copy with the Town Clerk seal to the school. The Town Clerk's office is located at Belmont Town Hall, 455 Concord Avenue, Belmont, MA 02478. Please be prepared to show proper identification, your light bill or order, and your Landlord Verification Form.

We look forward to assisting you in the registration of your child in the Belmont Public Schools.

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.