

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

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 or passport
- Official transcripts
- MCAS scores (if transferring from a public school in Massachusetts)
- Records of health and vaccination (copy of physical exam taken place within one year)
- Valid government-issued photo identification of parents or legal guardians
- Proof of residency in the town of Belmont, as follows:

1. 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 and/or mortgage payment
- 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. This can be obtained from the Town Clerk's Office located at Belmont Town Hall, 455 Concord Avenue, Belmont, MA 02478. Please be prepared to show proper identification. Please submit the copy with the Town Clerk seal to the school.

2. 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. This can be obtained from the Town Clerk's Office located at Belmont Town Hall, 455 Concord Avenue, Belmont, MA 02478. The notarized Residency Verification Form is required in order to obtain this certified copy. Please be prepared to show proper identification to the Town Clerk. Please submit the copy with the Town Clerk Seal to the school.

3. Students who are Homeless, in Foster Care Settings, or from Military Families:

- As meeting some or all of the above outlined documentation requirements may be challenging, please contact the Superintendent's office for further guidance and assistance.

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.