

# SPRINGFIELD PUBLIC SCHOOLS

Procedures for

## PROOF OF RESIDENCY

Before any student is assigned or invited to attend a Springfield Public School, The student's parent or legal guardian \* must prove legal residence in the City of Springfield. The student's parent or legal guardian must also provide a valid photo ID. Families whose primary residence is outside of Springfield are not eligible to attend Springfield Public Schools.

Effective March 1, 2005, all applicants must submit at least three proofs of residency.

Documents must be pre-printed with the name and address of the student's parent or guardian\* and must be presented at the Student Assignment Services Department at the time of registration.

The documents also will be required for any change of address.

| <b>All applicants must submit at least one document</b>   |   |   |
|---|---|---|
| <b>From <u>each</u> of the following <u>columns</u>:</b>  |   |   |
| Column A  | Column B  | Column C  |
| <ul style="list-style-type: none"><li>• most recent mortgage payment and/or property tax bill</li><li>• Copy of lease (including BHA and HUD leases) and recent rental payment</li><li>• Legal affidavit from landlord affirming tenancy AND record of most recent rent payment</li><li>• Section 8 agreement</li></ul> | <p>A utility bill, work order or other document listed below <b><u>dated within the past 60 days</u></b>, including:</p> <ul style="list-style-type: none"><li>• Gas bill</li><li>• Oil bill</li><li>• Electric bill</li><li>• Home telephone or cell phone bill</li><li>• Cable bill</li></ul> | <ul style="list-style-type: none"><li>• Valid driver's license</li><li>• Valid photo Identification card</li><li>• Valid Passport</li></ul> |

\*legal guardianship requires additional documentation from a court or agency.

This residency policy does not apply to homeless students.

For more information about the Springfield Public School Committees' residency policy:

[www.springfieldpublicschools.com](http://www.springfieldpublicschools.com) or call 413-787-6959

Report residency fraud! Call the anonymous Hotline: 413-787-6959