

# Wilmington Public Schools

## School Registration for Grades K-12

To register a student for school, the parent or guardian must bring the following information to the school the child will attend:

- Massachusetts Transfer Slip (if enrolling from another MA district) with SASID number
- Birth Certificate (Original ~ must have seal)
- Current IEP (if applicable) with parent signature
- Health record (listing **up-to-date** immunizations)
- Proof of Wilmington Residency (**see residency policy below**)
- Proof of Physical Custody (if applicable)

## RESIDENCY POLICY/PROCEDURE

The Wilmington School Committee adopts the following policy regarding the residency and admissions of students. The staff is directed to ensure that all forms and regulations are fully executed and conform to this policy.

### I. **RESIDENCY** (Legal Reference: M.G.L. Chapter 76, Section 5)

In order to attend the Wilmington Public Schools, a student must actually reside in Wilmington, unless the exception (set forth in Part V below) applies. The residence of a minor child is ordinarily presumed to be the legal residence of the child's parent or legal guardian having physical custody of the child. A student's actual residence is considered to be the place where he or she lives permanently. In determining residency, Wilmington Public Schools (WPS) retains the right to require the production of a variety of records and documentation and to investigate where a student actually resides.

A determination that a student does not actually reside in the Town of Wilmington renders the student ineligible to enroll in the WPS or, if the student is already enrolled in the WPS, shall result in the termination of such enrollment. A parent, legal guardian, or student who has reached the age of majority (18), who is aggrieved by a determination of residency, may appeal the determination to the Superintendent of Schools, whose decision shall be final.

### II. **VERIFICATION OF RESIDENCY**

Before any student is enrolled in the WPS, his or her parent or legal guardian must provide:

1. A signed Statement/Affidavit of Occupancy (see below); and
2. Proof of Residency in Wilmington (3 documents)

All applicants for enrollment must submit at least one document each from Column A, B, and C and any other documents that may be requested, including but not limited to those from Column A, B, or C (noted below). A parent, guardian, or student who is unable to produce the required documents should contact the Superintendent of Schools.

#### Notice of Non-Discrimination

All educational and non-academic programs, activities and employment opportunities at Wilmington Public Schools are offered without regard to race, color, sex, religion, national origin, ethnicity, sexual orientation, gender identity, homelessness, age and/or disability, and any other class or characteristic protected by law.

<b>COLUMN A</b>	<b>COLUMN B</b>	<b>COLUMN C</b>
<b>Evidence of Residency</b>	<b>Evidence of Occupancy</b>	<b>Evidence of Identification (Photo ID)</b>
Record of recent mortgage payment and/or property tax bill	Gas/Oil Bill, Electric Bill, Home (not cell) Telephone Bill, Cable Bill, Water Bill (Note: Bill must be dated within the past 45 days and address and name must be stated)	Valid Driver's License
Fully signed and executed Lease and/or Rental Agreement (Must be executed by both parties)	Recent bill dated within the past 45 days showing Wilmington address and name (Note: A Residency Statement/Affidavit is required with this option)	Valid Photo ID Card
Landlord/Owner of Property Affidavit (see Residency Statement/Affidavit below)	<b>Occupancy Statement/Affidavit must be notarized</b> if a bill cannot be provided prior to student's enrollment.	Valid Passport
Fully signed and executed Purchase and Sale (P&S) Agreement (provided occupancy date occurs within 30 days of enrollment)		Other Government issued Photo ID
Section 8 Agreement		

The Principal, or his/her designee, shall verify the home address and home telephone number of each student at least once during the school year. Any irregularities shall be reported promptly to the Superintendent of Schools. Parents are required to notify the school of any changes of their address or the address of the student **within five business days of the change.**

### **III. ENFORCEMENT**

Should a question arise concerning any student's residency elsewhere while attending the WPS, the student's residency will be subject to further inquiry and/or investigation. Such questions concerning residency may arise on the basis of incomplete, suspicious, or contradictory proofs of address; anonymous tips; correspondence that is returned to the WPS because of an invalid or unknown address, or other grounds.

The Superintendent may request additional documentation, may use the assistance of the School Department's Attendance Officer, and/or may obtain the services of police or investigative agency personnel to conduct investigations into student residence. The Attendance Officer and/or residency investigator(s) will report his or her findings to the Superintendent of Schools, who shall make final determination of residency.

Upon an initial determination by the Superintendent of Schools that a student is actually residing in a city or town other than Wilmington, the student's enrollment in WPS shall be terminated immediately.

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#### **IV. PENALTIES**

In addition to termination of enrollment and the imposition of other penalties permitted by law (M.G.L. Chapter 76, Section 5), the WPS reserves the right to recover restitution based upon the costs of educational services provided during the period of non-residency.

#### **V. EXCEPTION**

1. The Residency Requirements shall not apply to the following:
  - a. Students who are entitled to attend the Wilmington Public Schools under the McKinney-Vento Homeless Assistance Act.
  - b. Students already enrolled in the WPS who move out on or after February 1st of a given school year, or in the case of 8th graders and Wilmington High School seniors who move out on or after October 1st of a given school year, may complete the current school year provided they have made the Superintendent of Schools aware of the move in writing **within 5 business days of such move.**
  - c. Students whose parents divorce or separate and share physical custody, provided one custodial parent remains a resident of Wilmington and the student resides at least 50% of the time with the parent who resides in Wilmington. (*Legal documentation must be provided to school office*)

#### **VI. POTENTIAL WAIVER WHEN RESIDENCY IS IN TRANSITION**

For students whose residency is in transition, the following exceptions to the general policy may apply, with prior written approval from the Superintendent of Schools:

1. **Pending Purchase of Dwelling**

The children of families who have signed and accepted Purchase and Sale Agreement to purchase and reside in a dwelling in the Town of Wilmington may be enrolled up to 30 calendar days in advance of the time actual physical residence occurs. If actual residence occurs later than 30 days after enrollment, students may be asked to leave the Schools until actual residence occurs.

2. **Construction of New Dwelling**

Children of families which are building a primary residence in Wilmington may enroll in the Schools at the beginning of the school year if they have obtained a certificate of occupancy from the Town.

#### **VII. NOTIFICATION**

The Wilmington Public School residency requirements, verification procedures, and consequences of falsifying or misrepresenting residency will be published in the Wilmington Public School's Policy Manual, and published in each school handbook.

Legal Reference: M.G.L. Chapter 76, Section 5

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# Wilmington Public Schools Occupancy Statement/Affidavit

I/We, the parent(s), legal guardian(s) or responsible adult of \_\_\_\_\_ hereby certify as follows:  
(Print student's full name)

1. I/We wish to enroll the above named student in the Wilmington Public Schools. I/We understand that pursuant to Massachusetts General Law (Chapter 76, Section 5) and Wilmington Public School's Policy, students who actually reside in the Town of Wilmington may attend the Wilmington Public Schools (WPS) and students who do not actually reside in the Town of Wilmington may not attend the Wilmington Public Schools.
2. I/We hereby certify that effective \_\_\_\_\_, 20\_\_\_\_, the above named student is/will be residing at the following address in Wilmington, Massachusetts, with:

\_\_\_\_\_  
Printed Name(s) of Parent(s)/Guardian(s)/Responsible Adult(s)

\_\_\_\_\_  
Wilmington, MA 01887

No. Street Apt/Unit No.

Home Telephone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

3. I/We acknowledge that I am/we are required to notify the Wilmington Public Schools or the above student's school, in writing, of any change in said student's address within five (5) business days of such change of address.
4. I/We understand that this Occupancy Statement will be relied upon by the Wilmington Public Schools for the purpose of determining the above student's eligibility to attend the Wilmington Public Schools on the basis of residency. If said student is enrolled in the Wilmington Public Schools based upon the information provided and it is subsequently determined that the student does not actually reside in Wilmington, I/we understand that the student's enrollment in the Wilmington Public Schools will be promptly terminated and I/we will be jointly liable to the Wilmington Public Schools for the student's tuition for the full academic year(s).
5. I/We further certify that I am/we are the parent(s), legal guardian(s), or responsible adult of the above student.
6. I/We understand that all applicants must reside in the Town of Wilmington as outlined in Massachusetts General Laws Chapter 76, Section 5 which states:

*Every person shall have a right to attend the public schools of the town where he/she actually resides, subject to the following section. No school committee is required to enroll a person who does not actually reside in the town unless said enrollment is authorized by law or by the school committee. Any person who violates or assists in the violation of this provision may be required to remit full restitution to the town of the improperly-attended public schools. No person shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges and courses of study of such public school on account of race, color, sex, religion, national origin or sexual orientation. (Amended by st. 1971, c.622, c.1; st. 1973, c. 925, s.9A, st. 1993, c.282; st.2004, c.352, s.33)*

Signed under the pain and penalties of perjury on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_:

\_\_\_\_\_  
Parent/Guardian/Responsible Adult (Please circle Relationship)

\_\_\_\_\_  
Parent/Guardian/Responsible Adult (Please circle Relationship)

**This form and proof of residency must accompany this from with at least one document from each of the following three columns: A, B, and C.**

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<b>COLUMN A</b>	<b>COLUMN B</b>	<b>COLUMN C</b>
<b>Evidence of Residency</b>	<b>Evidence of Occupancy</b>	<b>Evidence of Identification (Photo ID)</b>
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Fully signed and executed Lease and/or Rental Agreement (Must be executed by both parties)	Recent bill dated within the past 45 days showing Wilmington address and name (Note: A Residency Statement/Affidavit is required with this option)	Valid Photo ID Card
Landlord/Owner of Property Affidavit (see Residency Statement/Affidavit below)	<b>Occupancy Statement/Affidavit must be notarized</b> if a bill cannot be provided prior to student's enrollment.	Valid Passport
Fully signed and executed Purchase and Sale (P&S) Agreement (provided occupancy date occurs within 30 days of enrollment)		Other Government issued Photo ID
Section 8 Agreement		

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Statement of Notary Public:

**Commonwealth of Massachusetts**

Middlesex County, ss.

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

\_\_\_\_\_  
Notary Public  
My Commission Expires:

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# Wilmington Public Schools Residency Statement/Affidavit

This form is to be completed by a Landlord/Property Owner\* of said property of which the enrolling student(s) reside.

I \_\_\_\_\_, swear under oath, that the following information is true:  
(Please Print)

\_\_\_\_\_ child(ren) of school age is/are living at  
(List all applicable children)

\_\_\_\_\_, Wilmington, MA 01887 of which I am the owner\* of said property on record.

I understand that the Wilmington Public Schools reserves the right to investigate residency if they feel that temporary residency was established for the sole purpose of attending the Wilmington Public Schools. I further understand that according to Massachusetts General Law (Chapter 76, Section 5) "Any person who violates or assists in the violation of this provision may be required to remit full restitution to the town of the improperly-attended public schools."

Signed under the pain and penalties of perjury on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_:

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Print Name)

*\* Wilmington Public Schools reserves the right to validate property ownership by the Principal, or his/her designee, through the on-line Middlesex North Registry of Deeds.*

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## Commonwealth of Massachusetts

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Notary Public

My Commission Expires:

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