

COLCHESTER PUBLIC SCHOOLS REGISTRATION CHECKLIST

- 1. Verification of completed online registration application and Ecollect registration forms
- 2. Original birth certificate for student
- 3. State of Connecticut Department of Education Health Assessment Record
- 4. Vaccination/Immunization record from primary physician
- 5. Parent/Guardian Photo ID (*Legal documentation is required for legal guardianship*)
- 6. Approved Proof of Residency Forms (*please see below*)*
- 7. Completed school forms (*specific to the school your student will be attending*)
- 8. Transfer of Records Request (*if applicable*)
- 9. Special Education Records (*if applicable*)
- 10. Free and Reduced Lunch Application
- 11. Residency Verification forms (1 item from Category A and 1 item from Category B or 2 from Category 3) Please see below
 - CATEGORY A**
 - Mortgage statement.
 - Lease - must be unexpired, signed by lessor/lessee and dated.
 - Copy of property deed if no mortgage statement available.
 - Section 8 agreement with dates of tenancy.
 - Notarized Landlord Residency Affidavit if no lease exists, lease is expired, or lease is weekly or month to month
 - CATEGORY B**
 - Current utility bill or work order showing service address.
 - Examples:
 - Electricity
 - Oil or Natural Gas
 - Phone (landline only)
 - Cable or satellite
 - Water
 - CATEGORY C**
 - Valid driver's license (stickers not allowed).
 - Valid automobile registration.
 - Valid CT DMV non-driver's photo identification with current address.
 - Current auto or homeowner's insurance declaration page.
 - Current Payroll stub.
 - Court document.
 - Letter from any government agency.
 - Current Year Tax Documentation