

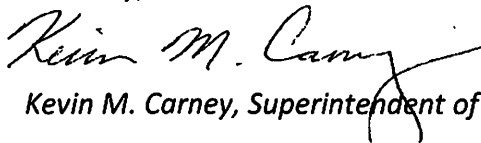
Uxbridge Public Schools
21 South Main Street, Uxbridge, MA 01569
Phone: 508-278-8648 Fax: 508-278-8612
www.uxbridgeschools.com

Welcome to Uxbridge Public Schools!

Our mission as the Uxbridge Public Schools is to provide challenging educational programs and services to meet the diverse needs of all students in a safe, supportive environment and, in partnership with the community, prepare students to become competent, creative, and contributing citizens. We are determined to enhance students' critical thinking skills, collaborative problem-solving skills, and leadership skills that will prepare our children to meet the challenges of their adult lives.

*The following packet of documentation **contains all forms necessary to establish residency as part of the registration process to enroll your child(ren) in the Uxbridge School Department.***

Sincerely,



Kevin M. Carney, Superintendent of Schools

INDEX OF RESIDENCY FORMS

Form A	Affidavit of Applicant Seeking Enrollment
Form B	Documentation Required for School Registration
Form C	Uxbridge Public Schools Residency Policy Acknowledgment
Form D	Transfer of Parental Education Rights (if applicable)
Form E	Affidavit of Residency (Completed by Homeowners and Renters)
Form F	Residency Affidavit – Landlord/Shared Tenancies (Completed by Landlords)
Form G	Waiver When Residency is in Transition

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Student's Name _____
Last First Middle

Parent(s)/Guardian(s) Name(s) _____
Last First Middle

Address: _____

AFFIDAVIT OF APPLICANT SEEKING ENROLLMENT

I, _____, the Parent/Guardian/Foster parent/Adult
(Uxbridge Resident) seeking to enroll the student of _____

hereby certify that the attached information is accurate and so state under the pains and penalties of perjury. I also certify that I will notify the principal immediately if there is any change in address and provide all documentation required if moving to another in-town location.

Furthermore, I understand that if the above-named student is not an Uxbridge resident as defined by the law, then M.G.L. c. 76 §5 allows the School Committee to obtain the full cost of the above-named student's education from me.

Lastly, I understand that if this packet is deemed "incomplete" in any way by the Uxbridge Public Schools, the above-named student will not be granted enrollment until such time as it is determined to be complete.

Signature of Parent/Guardian/Foster Parent/Adult (Uxbridge Resident)

Date

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PARENT/GUARDIAN CHECKLIST FOR SUPPORTING DOCUMENTATION REQUIRED FOR SCHOOL REGISTRATION

PROOF OF THE CHILD'S AGE AND LEGAL NAME

- Original birth certificate (Copies are not accepted)
- Valid driver's license showing an Uxbridge, MA home address (If not available at registration, must be provided within 30 days from date of signed affidavit, Form E)
- Parent(s)/Guardian(s) Visa (if not a U.S. citizen)

PROOF THAT THE PARENT OR LEGAL GUARDIAN OF THE STUDENT LIVES IN UXBRIDGE, MA

At least one document from this category:

- A copy of a current lease signed by lessor and lessee or tenant and landlord to show that the parent/guardian resides in Uxbridge, MA; or
- A copy of a mortgage agreement/property tax bill showing that the parent/guardian owns a home and resides in Uxbridge, MA; or
- A sworn affidavit from the owner or lessee of the residence to show that a family and student reside in Uxbridge, MA AND record of most recent payment (Form F Residency Affidavit – Landlord/Shared Tenancies. This form is only valid for six (6) months and must be refilled within five (5) days of expiration or the student shall be withdrawn from Uxbridge Public Schools). A current copy of the resident's mortgage or lease must be included with this registration form.
- Copy of HUD lease or other housing lease AND record of most recent rental payment

At least one document from this category – Utility bill or work order dated within the past sixty (60) days showing the Uxbridge address, including:

- Gas bill
- Oil bill
- Electric bill
- Home telephone bill (not a cell phone bill)
- Cable bill
- Water bill

At least one document from this category:

- Valid driver's license showing an Uxbridge, MA home address
- Current vehicle registration showing an Uxbridge, MA home address
- Valid Massachusetts Photo identification card
- Valid passport

ALL OF THE FOLLOWING FORMS ARE REQUIRED FOR REGISTRATION:

- Student registration form
- Completed immunization record
- Home Language Survey
- Official school records from another school system or country, if applicable and available
- Medical information that includes immunization records as well as a physical examination done within the twelve (12) months prior to starting school and Tuberculosis screening if applicable (please refer to MA School Health Record Form)
- Signed Release of Records – if applicable

Please be advised that if any questions arise as to whether or not the prospective student is residing in the Town of Uxbridge and has the intention of remaining, or if questions arise after enrollment, an appropriate investigation will be conducted. Therefore, if the student is not living in the Town of Uxbridge, please do not attempt to enroll him/her. Further, please be aware that M.G.L. c. 76 § allows the School Committee to obtain the full cost of any student's education from any adult who enrolled the student in Uxbridge Public schools, knowing that the student was not a resident.

If you are not the biological or adoptive parent, then you must submit a copy of the guardianship decree, if applicable, evidence from DCF naming you as the foster parent, and a copy of the student's/parent's/guardian's visa of the United States and living in the United States on a visa.

Any parent/guardian wishing to volunteer in a school or participate in a field trip must complete a CORI form and fingerprinting (if applicable).

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UXBRIDGE PUBLIC SCHOOLS RESIDENCY POLICY

The Uxbridge School Committee has adopted the following policy regarding the residency and enrollment of students. This policy has been adopted to ensure that only families who actually reside in the Town of Uxbridge have full access to educational opportunities. Furthermore, the Uxbridge School District requires stringent proof of residency in order to maintain compliance with this policy.

Pursuant to M.G.L. c. 76 §5, all children of school age who actually reside in the Town of Uxbridge are entitled to attend the Uxbridge Public Schools. In addition, children who do not actually reside in the Town of Uxbridge may enroll in the Uxbridge Public Schools, if the School Committee adopts School Choice or another school district tuitions the student into the Uxbridge Public Schools through an agreement between the Superintendent of the Uxbridge Public Schools and the superintendent of the other city or town.

When a student enrolls in the Uxbridge Public Schools, the parent/guardian or the student him/herself must provide documentation, acceptable to the administration, which establishes the residency of the student. The Uxbridge Public Schools may conduct an investigation into the residency of any student, either upon enrollment or thereafter, if any question about the student's residency arises.

In order to attend Uxbridge Public Schools, a student must actually reside in the Town of Uxbridge, unless one of the exceptions 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, Uxbridge Public Schools retains the right to require verifiable documentation and to investigate where a student actually resides. (Legal Reference: M.G.L. Chapter 76, Section 5). Moreover, staff has been advised to maintain compliance with regard to the district's residency policy, which includes the completion of all required forms. No substitutes will be permitted and registration will not be allowed without the required documents.

The principal at each school will verify the telephone number and home address of all students at least annually. Verification of residency, including updated documentation, will be required when students enter the Uxbridge School District, move from grade 2 to grade 3, move from grade 5 to grade 6, move from grade 8 to grade 9, or move to or re-enter Uxbridge Public Schools from an out-of-district program or vocational/agricultural high school. If there is any change in residency status, the parent(s)/guardian(s) will be required to notify the building principal in the school where their child is enrolled within five (5) business days of the change of address. Uxbridge Public Schools reserves the right to request additional documents and/or to conduct an investigation; therefore, the district may enlist the services of a Residency Officer/Investigator to verify a family's residency. If, in fact, a determination is made that the student does not actually reside in the Town of Uxbridge, the student's enrollment will be terminated immediately (Legal Reference: M.G.L. Chapter 76, Section 5). Immediate termination of enrollment will also apply for students currently enrolled who do not reside in the Town of Uxbridge. A parent, legal guardian, or student who has reached the age of majority (18), may appeal this determination of ineligibility for enrollment to the Superintendent of Schools, whose decision shall be final.

The district reserves the right to request documentation at times other than those specified.

Pursuant to M.G.L. c. 71 §37L, the parent/guardian or the student him/herself are required to bring a copy of the student's complete school record from previous school districts. The student cannot be enrolled until the complete school record is received. The administration will assist the parent/guardian or the student in obtaining a complete school record.

Exceptions

The Residency Requirements shall be waived under the following conditions:

- Students who fall under the McKinney-Vento Homeless Assistance Act. If a family qualifies under this act, a letter validating residency in non-permanent housing may be required as confirmation that the family is living in non-permanent housing.
- Students who are currently and legitimately enrolled in Uxbridge Public Schools who move out on or after February 1st of a given school year, or
- Students who are currently and legitimately enrolled in Uxbridge Public Schools in grade 8 or high school seniors who move out after the end of the first quarter of a given school year. These students may complete the current school year provided they have made the Superintendent of Schools aware of the move in writing within five (5) business days of such move.
- Students whose parents divorce or separate and share physical custody, provided one custodial parent remains a resident of the Town of Uxbridge and the student resides at least 50% of the time with the parent who resides in the Town of Uxbridge. (*Legal documentation must be provided to school office- Custodial Court Documentation)

Verification of Residency

Before any student is enrolled in Uxbridge Public Schools, a number of documents must be provided (see *Form B – Documentation Required for School Registration*):

- If the family is currently living with a family member or a friend, a Landlord Affidavit must be completed.
- No child will be denied access to Uxbridge Public Schools because of immigration status.
- All documents used to verify residency will become part of the student’s record whereby confidentiality will be protected under The Family Educational Rights to Privacy Act (FERPA).

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:

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 Uxbridge 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 Uxbridge Public Schools until actual residence occurs.

Construction of New Dwelling: Children of families who are building a primary residence in the Town of Uxbridge may enroll in the Schools at the beginning of the school year if they have obtained a certificate of occupancy from the Town.

Notification

The residency policy of Uxbridge Public Schools will be published in the district’s School Committee Policy Manual, school handbooks, and on the district website. At the time of enrollment, parent(s)/guardian(s) will endorse in writing that they have read and agree to the district policy. If there is any suspicion of residency violations, concerns may be reported by calling 1-508-278-8648.

A determination of any violation of the residency policy via falsification or misrepresentation of information may result in immediate termination of enrollment as well as the enforcement of certain penalties (e.g., reimbursement for educational costs for the time the student did not actually reside in the Town of Uxbridge).

Signature of Parent/Guardian/Foster Parent/Adult (Uxbridge Resident)

Date

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Last First Middle

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Last First Middle

Address: _____

TRANSFER OF PARENTAL EDUCATIONAL RIGHTS

This form must be completed by the parent or legal guardian if the student is living with anyone other than a parent or legal guardian. It must be accompanied by a copy of a photo identification of the parent or legal guardian who signs this form. In lieu of picture identification, the parent/legal guardian can have the "Certification of Residency" notarized.

I, _____, have physical custody of _____.
(Name of Petitioner) (Name of Child)

I am currently a resident of _____, but I want _____
(City/Town) (Name of Child)

to reside with _____, an adult who resides in the Town of
(Name of Adult)

Uxbridge at _____. I hereby knowingly and willingly consent for
(Address)

_____ to act in my place on behalf of my child in
(Name of Adult)

educationally-related matters. The following includes, but is not limited to, the actions which

_____ may take with regard to my child as if those were
(Name of Adult)

my actions:

- Release any and all educational records to third parties
- Receive and review any and all educational records
- Deny access to any and all educational records
- Meet and conference with school staff regarding my child's education, services provided and educational progress
- Participate in all team or other meetings

- Participate in all disciplinary meetings and hearings in my place, if such meetings and/or hearings are necessary
- Receive and act on all notices typically sent from the school system to a parent and/or guardian
- Consent to testing, assessments, valuation, the delivery of services, whether regular, education, special education and/or related services
- Consent to emergency medical treatment during the school day
- Consent to have certain named individuals pick up or drop off my child at school
- Consent to participate in field trips and any other school-related functions

I understand and agree that this form will remain in effect so long as I have not revoked it in writing and such revocation is received by the building principal. Attached to this form is a copy of a legal document verifying that I am the parent of the above-named child. Signed and sworn under the pains and penalties of perjury.

Signature

Date

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Student's Name _____

Last

First

Middle

Name of School Attending _____

Parent/Guardian Name _____

FORM E - AFFIDAVIT OF RESIDENCY

1. My relationship with the above-named student is as follows: _____
2. I currently reside at _____ which is located in the Town of Uxbridge, Commonwealth of Massachusetts.
3. _____, actually resides and lives with me at said address.
4. I acknowledge that a residency investigator official or School Department designee may visit this residence for the purpose of verifying such residency.
5. I acknowledge that this affidavit is being signed for the purpose of verifying such residency.
6. In support of this affidavit, I have attached certain exhibits which are true, accurate and correct.
7. If an Affidavit –Landlord-Shared Tenancies (Form F) has been completed and #3 states I have no utility bills in my name, I will provide an updated driver's license, motor vehicle registration, or a postal change of address within 30 days.
8. All of the information contained herein is true and accurate.

Based on M.G.L. c. 76 §5 no School Committee is required to enroll a person who does not actually reside in the town unless 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. Additionally, based on M.G.L. c. 76 §5, a school can now recover tuition from any person who assists a student with a fraudulent claim of residency.

Parent/Guardian's Signature

Date

The above information was verified by:

Name of Verifying Employee (Print)

Signature of Verifying Employee

Date

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Address: _____

RESIDENCY AFFIDAVIT – LANDLORD/SHARED TENANCIES

Instructions: Any applicant seeking to have their child(ren) attend the Uxbridge Public Schools who cannot produce a property deed or lease must ask the owner or lessee of the property where the applicant lives to complete and sign this legal affidavit. It is the responsibility of the applicant (not the person who completes this affidavit) to attach a record of recent rent payment, unless this affidavit affirms in #3 below that the tenancy does not require rent payment.

My name is _____, and I hereby depose and certify as follows:

1. I am the owner/lessee of the property located at _____ in Uxbridge, MA.
2. _____, the parent/legal guardian of _____ leases/subleases this property as their principal residence with me without a written lease, as a tenancy at-will, month to month.
3. Check All That Apply:
 - I have received within the last thirty (30) days rental payment for the lease/sublease of said premises.
 - I hereby state that the above-named party resides with me at the address above with no rental payment.
 - I hereby state that the above-named party resides with me at the address above and has no utility bills in their name.

Signed under the pains and penalties of perjury this _____ day of _____, 20 _____.

Signature: _____

Print signature: _____

Print address (including City, State, Zip): _____

COMMONWEALTH OF MASSACHUSETTS – OATH NOTARY

In _____ on this _____ day of _____ 20 _____, before me personally appeared _____ and after reading the above Affidavit and after first being placed under oath, did swear to the truth and accuracy of said Affidavit.

Signature of Notary Public

Notary Commission Expires: _____

Note: The information contained in this legal affidavit is subject to verification by a residency investigator.

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Last First Middle

Address: _____

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. Please check the appropriate box and accompany this form with the required documentation.

1. Pending purchase of Dwelling

Copy of signed and accepted Purchase & Sales Agreement

Projected date of occupancy: _____
(specify date here)

2. Construction of New Dwelling

Certificate of Occupancy from Town of Uxbridge Public Schools

Notification: If actual residence occurs later than thirty (30) days after enrollment, students may be asked to leave the Uxbridge Public Schools until actual residence occurs.

Signature of Parent/Guardian

Date

This form will be returned to you with approval of denial of the request.

 Approved

Denied

Comments: