

Berkley Public Schools

STUDENT RESIDENCY REQUIREMENTS

POLICY #6131

6131.1 Students who attend the Berkley Public Schools must be residents of Berkley, unless enrolled under school committee policy Special Education Programs with Low Enrollment #6132 or School Choice #6133. Three (3) documents to prove residency are required.

6131.2 In order to register a child for school, all applicants must submit at least one document from each of the columns below (document must be current within 60 days). The documents must be pre-printed with the name and address of the student’s parent or guardian. These documents also are required for any change of address.

COLUMN A	COLUMN B	COLUMN C
<input type="checkbox"/> Copy of Deed & record of most recent mortgage payment	A utility bill or work order dated within 30 days from one of the following:	<input type="checkbox"/> Valid MA driver’s license
<input type="checkbox"/> Copy of lease agreement & most recent rent payment	<input type="checkbox"/> Gas Company	<input type="checkbox"/> Current vehicle registration
<input type="checkbox"/> Legal affidavit from landlord affirming tenancy & record of most recent rent payment	<input type="checkbox"/> Oil Company <input type="checkbox"/> Electric Company <input type="checkbox"/> Tel. Company <input type="checkbox"/> Cable bill <input type="checkbox"/> Water bill	<input type="checkbox"/> Valid MA photo ID
<input type="checkbox"/> Section 8 Agreement		<input type="checkbox"/> W-2 form
		<input type="checkbox"/> Excise tax bill
		<input type="checkbox"/> Property bill <input type="checkbox"/> Payroll stub <input type="checkbox"/> Bank/credit card

6131.3 Students requesting to begin in the school system before they actually reside in Berkley should be allowed to attend tuition free until the last day of the first quarter, providing they have a signed purchase/sales agreement. Follow up with the required documentation listed above within 60 days of the start of school is required to ensure the closing on the home took place. A determination that a student is ineligible to attend Berkley Public Schools due to a failure to reside in the Town of Berkley will result in dismissal from Berkley Public Schools. Students wishing to stay in the Berkley Public Schools through the end of the school year

after moving out of Berkley will be allowed to attend tuition free from the first day of the fourth quarter through the last day of that school year. Students who attend for more than one quarter under these exceptions shall be required to pay tuition. The School Committee shall establish tuition rates based on the cost. In cases of demonstrated financial hardship, the Superintendent is authorized to consider the circumstances and make adjustments to the rate charged.

- 6131.4 Requests for the above exceptions should be submitted in writing to the Superintendent, and additional documentation of residency may be required.
- 6131.5 The Superintendent or designee may require completion of a Certificate of Residency (attached).
- 6131.6 NOTE: Requests from parents of eighth-grade students for situations other than listed above will be decided individually by the School Committee with a recommendation by the Superintendent.

Adopted: June 17, 1991

Revised: Feb. 9, 1998

Amended: Jan. 12, 2004

Amended: Oct. 17, 2005

Reviewed: Dec. 6, 2007

Amended: May 18, 2009

Amended: March 14, 2011

Reviewed: Oct. 1, 2013

Amended: Nov. 10, 2014

BERKLEY PUBLIC SCHOOLS / CERTIFICATE OF RESIDENCY

It shall be the procedure (policy) of the Berkley School Committee that: "students who attend the Berkley Public Schools must be residents of Berkley..."

- 1. I understand that _____ must be a resident of the Town of Berkley.
(name of student)
- 2. I certify that _____ is residing with me at the following address:

(house #, street name & town)
- 3. I certify that I am a legal resident of Berkley. To prove residency, attach three (3) acceptable documents, i.e. utility bill, property tax bill, excise tax bill; driver's license, purchase & sales agreement or occupancy permit.
- 4. I am / am not _____'s legal guardian. If guardianship exists, attach legal documentation. (name of student)
- 5. I certify that this living situation is not an arrangement of convenience for the sole purpose of having the student reside with me to attend the Berkley Public Schools (includes Somerset Berkley Regional School District).

List the reason(s) for the current living situation. (If this living situation is a result of marital action for Separation/divorce, attach documentation evidencing the custody arrangement).

I understand that enrolling the child named above in the Berkley Public Schools (includes Somerset Berkley Regional School District) is contingent upon the conditions of the Residency Requirements Policy, which I have read. **I also understand that violation of this policy may result in termination of the child's enrollment and that I may be liable for this child's tuition reimbursement to the town.** I hereby certify under the pains and penalties of perjury the information provided above is accurate and true:

*Signature of Guardian/Grandparent/Foster parent/other relative/or Berkley resident

Signature of Parent

*On this ____ day of _____, 20____, before me, the undersigned notary public, personally appeared _____, proved to me through satisfactory evidence of identification, which was _____, to be the person who signed the preceding or attached document in my presence, and who swore or affirmed to me that the contents of the document are truthful and accurate to the best of (his) (her) knowledge and belief, before me,

seal Notary Public _____
My commission expires _____

***RETURN FORM ONLY AFTER IT IS SIGNED & STAMPED BY NOTARY PUBLIC**