

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