

Parent(s)/Guardian(s) Residency Certification Requirements and Forms

These forms are required for established/new residents who do not have acceptable documentation of both Proof of Residency and Proof of Occupancy and for the following residency categories:

- Tenant-At-Will
- Living with Family/Friends
- Rental of a Room in a Newton Residence
- Live-in Employment e.g., Nanny, Caretaker, etc.

A HOME VISIT WILL BE CONDUCTED AT AN UNSCHEDULED DATE/TIME.

For more information on the required proof of residency/occupancy documents, see our NPS Residency Guidelines found in the Registration Information section of our webpage.

In order to attend the Newton Public Schools, a student must actually reside in the City of Newton. The residence of a minor child is presumed to be the legal, primary residence of the parent(s) or guardian(s) who have physical custody of the child.

In determining residency, Newton Public Schools reserves the right to request a variety of documentation and to conduct an investigation into where a student actually resides. Those families who cannot provide requested proof of residency will be referred for a residency check by the Newton Police Department, Community Services Bureau. Because residency can, and does, change for students and their families during the course of the academic year, we may continue to verify residency after the commencement of classes and we may act upon anonymous tips received to conduct a residency verification investigation. It is also the responsibility of parent(s)/guardian(s) to notify school personnel immediately if a change in residency occurs. In addition to parent/guardian information, we also require information from the owner of the property and the resident(s) in shared tenancy where a family currently resides.

Families found to be in violation of the residency guidelines will face strict penalties, including, but not limited to, immediate unenrollment from school; per diem fines for the education and related services accessed as a non-resident which are based on the per pupil cost to the district; and possible legal action.

Directions:

1. **Parent/Guardian Form** – the Parent(s)/Guardian(s) must complete all information and have the form notarized.
2. **Shared Tenancy Form** – If the family is residing with a tenant and not the property owner, the person whose name appears on the lease agreement must complete all information and have the form notarized.
3. **Property Owner Pre-registration Certification Form** – The owner of the property must complete all information and have the form notarized.
4. **Bring the original documents, completed and notarized**, to the school office where student(s) is/are to be registered or to the Newton Public Schools Education Center, 100 Walnut Street, Room 218, Newton, MA.



Parent(s)/Guardian(s) Residency Certification Form

Parent(s)/Guardian(s) Information	
Name	Relationship to Student
Current Address	
Expected Dates of Residency at Current Address	Home Phone
Cell Phone	Email Address
Do you pay utility bills (gas, electric, cable/internet) at this address? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please provide two current utility bills dated within thirty (30) days.	
Previous Address	Country
Employer	Work Phone
Do you own a motor vehicle? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, is the motor vehicle registered in the City of Newton? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If no, please explain _____	

I have legal custody of the following children who will reside with me at the above address:

Name	Date of Birth
Previous School	
Grade Level Completed	Date of Withdrawal

Name	Date of Birth
Previous School	
Grade Level Completed	Date of Withdrawal

Name	Date of Birth
Previous School	
Grade Level Completed	Date of Withdrawal

Name	Date of Birth
Previous School	
Grade Level Completed	Date of Withdrawal

1. The parent(s)/guardian(s) and student(s) keep(s) their personal possessions at the address listed in this certification.

Yes No If No, please explain _____

2. The parent(s)/guardian(s) and student(s) return(s) to the address listed in this certification at the end of each school day and spend(s) the evening/night.

Yes No If No, please explain _____

***In addition to the information below, please provide a copy of your lease signed by yourself and property owner/management company and two current utility bills dated within 30 days.**

Tenant Information

Name		Relationship to Family	
Address			
Home Phone	Cell Phone	Email Address	

I am the tenant living at _____, Newton, MA and acknowledge
(Address)

that the following persons will be residing with me at the above address and the minor children will be registering for school in Newton:

Name of Parent(s)/Guardian(s)		
Home Phone	Cell Phone	Email Address

Please list all minor children living with the Parent(s)/Guardian(s) listed above.

Name	Date of Birth
Name	Date of Birth
Name	Date of Birth
Name	Date of Birth

Expected dates of residency for this family at the address listed above:

From:	To:
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I swear under pains and penalties of perjury that the answers above are true and accurate. I understand that it is my obligation to inform the Newton Public Schools if there is a change in the residency of this family.

Signature of Tenant

Date

COMMONWEALTH OF MASSACHUSETTS, MIDDLESEX, SS.

Commonwealth of Massachusetts County of _____

On this ____ day of _____, 20____, _____ (name of document signer), personally appeared before me, the undersigned notary public, and proved 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

(Please print or stamp name)

Notary Seal

Property Owner Information

Name		Relationship to Family	
Address			
Home Phone	Cell Phone	Email Address	

I am the owner of the property at _____, Newton, MA and
(Address)

acknowledge that the following persons will be residing at the above address and the minor children will be registering for school in Newton:

Name of Parent(s)/Guardian(s)		
Home Phone	Cell Phone	Email Address

Please list all minor children living with the Parent(s)/Guardian(s) listed above.

Name	Date of Birth
Name	Date of Birth
Name	Date of Birth
Name	Date of Birth

Expected dates of residency for this family at the address listed above:

From:	To:
-------	-----

I swear under pains and penalties of perjury that the answers above are true and accurate. I understand that it is my obligation to inform the Newton Public Schools if there is a change in the residency of this family.

Signature of Property Owner

Date

COMMONWEALTH OF MASSACHUSETTS, MIDDLESEX, SS.

Commonwealth of Massachusetts County of _____

On this ____ day of _____, 20____, _____ (name of document signer), personally appeared before me, the undersigned notary public, and proved 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

(Please print or stamp name)

Notary Seal