

# Tolland Residency Procedure & Requirements

*Updated 3/30/2022*

By Connecticut statute, the Town of Tolland is required to provide school accommodations to students who are permanent residents of Tolland. "Permanent Residency" is the primary place where a person dwells permanently, not temporarily, and is the place that is the center of his or her domestic, social, and civic life. Temporary residence in Tolland for the purpose of attending a Tolland public school, shall not be considered residency.

For the purposes of determining "permanent residency" and whether such residency is "provided without pay," the Board of Education and administration will require one of the following:

1. The student resides full time, typically seven (7) days per week, with parent/guardian who are residents of the Town of Tolland. Parents/guardians of students transferring to Tolland public schools for the first time, registering for the first time, or moving within Tolland, must submit evidence of Tolland residency or continued Tolland residency, using evidence as listed below.
2. The student resides with someone, other than the parent/guardian, who are legal residents of Tolland and it is the intent of the student or his or her parent/ guardian, and the persons with whom the child resides in Tolland, that:
  - a. The residence is to be permanent and full time, typically seven (7) days per week, and
  - b. The residence is provided to the student without pay to those providing it and not for the sole purpose of obtaining school accommodations provided by the school district.
3. The student is residing in a facility or home as a result of placement by a public agency other than a local or regional Board of Education except as provided in the Connecticut General Statutes, Section 10-253(b).
4. The student is an emancipated minor, who shall submit appropriate court documents regarding the emancipation decree as well as evidence of Tolland residency.

Acceptable documentation to establish residency in Tolland for the purpose of enrolling in the Tolland Public Schools is **TWO (2)** of the following documents (one from each category)

<b>CATEGORY 1</b>	<ul style="list-style-type: none"> <li>○ Current mortgage statement (current, within two months) or</li> <li>○ Copy of current lease, signed and dated by both landlord and tenant (registrant will be verified) or</li> <li>○ Copy of Property Deed</li> </ul>
<b>CATEGORY 2</b>	<ul style="list-style-type: none"> <li>○ Connecticut driver’s license (a sticker stating the address on the license is not acceptable) or</li> <li>○ Current utility bill (gas, electric or propane) or work order showing service installation address or</li> <li>○ Current phone bill (landline only) or</li> <li>○ Current cable or internet provider bill or</li> <li>○ Current water bill or</li> <li>○ Social Security Office documentation</li> </ul>

If a parent and or guardian is living at a Tolland address the resident of said address must complete the Notarized Address Verification Statement below and include two of the documents listed above (one from each Category).

**ADDRESS VERIFICATION STATEMENT**

**Temporary Registration Documentation** (if none of the above documentation is available, the following may be *temporarily* accepted and is at the sole discretion of the Tolland Board of Education).

This documentation is accepted on a temporary four-week basis. Within four weeks, items from SECTION II must be presented to the school to continue registration, otherwise the Superintendent’s office will be contacted for an audit of the residency. If an extension is needed after the four weeks, they must contact the superintendent’s office in writing.

- a. Mortgage closing documentation
- b. Property Tax Bill

**Relocating to Town, but not currently in Town**

This documentation and procedure is specifically for cases where individuals have purchased a home in Tolland, and are in possession of a contract. They may register the student(s) on a *temporary* basis if they plan to occupy the house within 90 school days. If they will not occupy the home within 90 school days from the date of registration, TPS cannot accept the registration at this time. In those cases, families are encouraged to

register in the district in which they currently reside. Please note, the TPS office registering the child must follow up with the family each 4-week period until items from Section II have been provided to establish residency. If after 90 days residency has not been established, the Superintendent must be contacted to report a potential Residency Violation.

**Please note:**

The **owner of the residence in Tolland / person renting in the Town of Tolland** ***must*** be the one providing the aforementioned required documentation for the residence at which the student will reside.

For question on residency or registration, please contact Candace de Loureiro at 860-870-6818 extension 10804 or [cdeloureiro@tolland.k12.ct.us](mailto:cdeloureiro@tolland.k12.ct.us).