



Spencer-East Brookfield Regional School District

Student Services Department

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Proof of Residency Documentation List

As part of the school enrollment process, all applicants are required to submit at least one document from **EACH** of the following columns as proof of residency for the parent/legal guardian of the student. Proof must indicate an in-district address.

Column A	Column B
<ul style="list-style-type: none"> • Record of most recent mortgage payment (or if home no longer has a mortgage, a copy of the deed); • Copy of current lease (including HUD leases); • Section 8 Agreement; • Residency affidavit from landlord affirming applicant tenancy AND copy of a current utility bill in the landlord's name OR record of most recent rent payment OR cancelled check from rent payment PLUS one item from Column B for applicant 	<p>Dated within the past 60 days:</p> <ul style="list-style-type: none"> • A utility bill or work order, including: Gas, Electric, Water, Cable, Property tax, Oil, Home phone, Bank statement • Valid MA Driver's License; • Current vehicle registration; • Valid MA photo ID card; <p>Dated within the past year:</p> <ul style="list-style-type: none"> • W-2 Form • Excise (vehicle) tax bill
<p>Alternate Option: District Residency Affidavit Form (available from District Registrar or website) - including 2 forms of proof of residency (one from each column for the person completing the form)</p>	

All children in the United States are entitled to equal access to a basic public elementary and secondary education regardless of their actual or perceived race, color, national origin, citizenship, immigration status, or the status of their parents/guardians. School districts that either prohibit or discourage, or maintain policies that have the effect of prohibiting or discouraging, children from enrolling in schools because they or their parents/guardians are not U.S. citizens or are undocumented may be in violation of Federal law.

School officials may request proof that you live within the boundaries of the school district. School districts typically accept a variety of documents for this purpose, such as copies of phone and water bills, lease agreements, affidavits, or other documents. A school district's requirements to establish residency must be applied in the same way for all children. A school district may not ask about your or your child's citizenship or immigration status to establish residency within the district, nor may a school district deny a homeless child (including a homeless child who is undocumented) enrollment because he or she cannot provide the required documents to establish residency.

While a school district may choose to include a parent's state-issued identification or driver's license among the documents that can be used to establish residency, a school district may not require such documentation to establish residency or for other purposes where such a requirement would unlawfully bar a student whose parents are undocumented from enrolling in school.