ACCEPTABLE PROOF OF RESIDENCY DOCUMENTS
2023-2024

Who should complete an online registration form?
Parents/Guardians of all new students are required to complete the Watertown Central Registration Form prior to beginning school.

How do I complete an online registration form?
Go to the main district website’s central registration link: click here

Why do I need to re-submit proof of residency documents?
ONLY CURRENT STUDENTS RISING TO GRADES 3, 6, and 9 RE-SUBMIT RESIDENCY.
All contact/medical information must be updated and all residency documents must be re-submitted when entering grades 3, 6, and 9 based on the district’s residency policy 5033R. All documents can be emailed or dropped off directly to your child’s school. Please see below for your school secretary’s contact information. Any students who were in these grades last year and did not update their residency status will need to complete this process this year.

State law outlines that a child is to be educated in the town in which he or she resides. It is illegal to misrepresent your place of residence for the purpose of gaining educational services. To ensure that those registering in our schools are legal residents of the Watertown Public Schools, parents in the towns of Oakville and Watertown are required to provide documentation that proves residency.

What types of documents are required for proof of residency?
Acceptable documents for Proof of Residency are listed below and must show the family’s name at the Watertown or Oakville address. When one of the documents below is provided, no other documents are needed:

- Mortgage statement or lease (real estate tax bill)
- Rental agreement (signed by a landlord with contact information including landlord's phone number), or, Warranty deed
If the above documents cannot be provided, the following must be provided showing the family’s name and Watertown or Oakville address:

1. **TWO current** utility bills (cable television, water, electric, gas, oil – **NOT cell phone bills**) or
2. Driver’s license showing current Watertown address, car registration, AND a copy of personal property tax for the car from the Town of Watertown or Oakville.

3. **AND two notarized signed affidavits of residency.**

**If these documents are not available and you as parent/guardian are a resident of the Town of Watertown, the Superintendent’s Office will assist you in establishing residency.**

**Registration for both new and returning students in the 2023-2024 academic year is NOT complete until you prove residency.**

If you need assistance, please contact your child’s school secretary directly:

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<thead>
<tr>
<th>School</th>
<th>Secretary Email Address</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>JTPS</td>
<td><a href="mailto:Parksam@watertownps.org">Parksam@watertownps.org</a></td>
<td>(860) 945-4501</td>
</tr>
<tr>
<td>Judson</td>
<td><a href="mailto:MarinoLi@watertownps.org">MarinoLi@watertownps.org</a></td>
<td>(860) 945-5171</td>
</tr>
<tr>
<td>Polk</td>
<td><a href="mailto:LampronLo@watertownps.org">LampronLo@watertownps.org</a></td>
<td>(860) 945-5126</td>
</tr>
<tr>
<td>Swift</td>
<td><a href="mailto:Aucellomi@watertownps.org">Aucellomi@watertownps.org</a></td>
<td>(860) 945-4604</td>
</tr>
<tr>
<td>WHS</td>
<td><a href="mailto:MordentiBa@watertownps.org">MordentiBa@watertownps.org</a></td>
<td>(860) 945-5006</td>
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