



REQUIRED DOCUMENT CHECK-OFF LIST

The following documents are required for completed registration in the Bethel Public Schools. Please be sure to bring ALL of the following to your registration appointment. **If you do not have all the required documentation at your scheduled appointment, the registrar will be unable to complete the registration process and will need to reschedule your appointment.**

_____ The original of your child's birth certificate with raised seal for viewing, as well as a copy for school records.

_____ Proof that the adult registering the child is the parent or legal guardian (name on birth certificate matches the parent's picture ID or court documents of legal custody if divorced or separated).

_____ Proof of residency: **MUST** supply the following:

- **Home Owner** - Real Estate Tax Bill, Copy of Property Deed, Current Mortgage Statement, or Settlement Statement (new home-owners only) **AND** one current (1) utility bill (cable, electric, gas, telephone or cell phone showing the name and address)
- **Rent/Lease** -
 - **SIGNED Lease or Rental Agreement.** Lease agreement must be unexpired and signed by lessor/lessee and dated. Landlord contact information must be provided. Two (2) current utility bills (see above) showing your name and address.
 - **Notarized Landlord Affidavit Form** must be provided if there is no lease and you are renting month to month/weekly or your lease is expired. Landlord contact information must be provided. Two (2) current utility bills (see above) showing your name and address.
 - **Section 8 Agreement** with dates of tenancy. Two (2) current utility bills (see above) showing your name and address.
- **If you do not own or rent but are living with a Bethel resident-** two (2) notarized affidavits, Resident Parent/Legal Guardian & Residency Affidavit Forms (these forms are on school website). These affidavits must be accompanied by two (2) current utility bills (see above) with your name and the address on them. Additionally, one (1) current utility bill and tax bill from the Bethel property owner must also be presented with the owner's name and the address.

_____ If you live in a household where all utilities are in someone else's name or utilities are included as part of your rental agreement, please **choose (2) two** of the acceptable residency documents that display your **Bethel address**: Valid driver's license or valid CT DMV photo identification (stickers not allowed); valid automobile registration; current homeowners insurance or automobile insurance; current payroll stub; current bank or credit card statement; current letters from governmental agencies; or current court documents. Submission of a utility bill may still be required to prove that the residence is occupied.

NOTE: Motor vehicle tax bills and water/sewer bills are not acceptable for proof of residence.

_____ **The Connecticut State physical form** and, if appropriate, the Authorization to Administer Medication form are required for the registration appointment. One of our school Nurses must check and approve the health forms to make sure that everything is in compliance with CT State Law.