



# Spencer East Brookfield Regional School District

## Pupil Services Department

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**Director of Pupil Services Department: Kara Westerman**

### Required Proof of Residency Documentation to Register in the SEBRSD

*Instructions:*

All applicants must submit at least **ONE** document from **EACH** of the following columns as proof of residency.

| Column A   | Column B   |
|--|--|
| <ul style="list-style-type: none"> <li>• Record of most recent mortgage payment (or if home no longer has a mortgage, a copy of the deed);</li> <li>• Copy of current lease (including HUD leases);</li> <li>• Residency affidavit from landlord affirming 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;</li> <li>• Section 8 Agreement;</li> <li>• Alternative Residency Affidavit (form available from District Registrar located at the Pupil Services Office)</li> </ul> | <ul style="list-style-type: none"> <li>• A utility bill or work order dated within the past 60 days, including:               <ul style="list-style-type: none"> <li>Gas bill</li> <li>Electric bill</li> <li>Cable bill</li> <li>Property tax bill</li> <li>Oil bill</li> <li>Home telephone bill</li> <li>Bank statement</li> </ul> </li> <li>• Valid MA Driver's License;</li> <li>• Current vehicle registration;</li> <li>• Valid MA photo ID card;</li> </ul> <p>Dated within the past year:</p> <ul style="list-style-type: none"> <li>• W-2 Form</li> <li>• Excise (vehicle) tax bill</li> </ul> |

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.