



REQUIRED DOCUMENT CHECK-OFF LIST

The following documents are required for a completed registration in the Bethel Public Schools.

Child & Parent

- Child's birth certificate.
- Parent ID/Driver's License. Proof that the adult registering the child is the parent or legal guardian (name on birth certificate matches).
- Court documents of legal custody if divorced or separated.
- State of CT Dept. of Education Health Assessment Form (most recent physical & immunizations). One of our school Nurses must review and approve the health form to make sure that everything is in compliance with CT State Law. If appropriate, the Authorization to Administer Medication form.

Proof of residency

Home Owner - Must supply one (1) of **each** of the documents below.

- Choose 1 – Current Real Estate Tax Bill, Current Mortgage Statement, or Warranty Deed (new home-owners only). **AND**
- Choose 1 – One current utility bill (cable, electric, gas/oil, telephone, or cell phone bill showing the name and address).

Rent/Lease - Must supply the appropriate documents.

- SIGNED Lease or Rental Agreement. Lease agreement must be unexpired and signed by landlord/tenant and dated. Landlord contact information must be provided. Must supply ALL pages of the lease or rental agreement. **AND**
- Two (2) current utility bills (cable, electric, gas/oil, telephone or cell phone bill showing the 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. This form can be downloaded from the BPS website. Please note, we do not accept notarized letters from the landlord. **AND**

Two (2) current utility bills (see above) showing your name and address.

Section 8 Agreement with dates of tenancy AND 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

Both the Bethel resident and the parent need to provide residency documentation.

From the Parent - Notarized affidavits, Resident Parent/Legal Guardian & Residency Affidavit Forms (these forms are on the BPS website). These affidavits must be accompanied by two (2) current utility bills (cable, electric, gas/oil, telephone or cell phone bill showing the name and address).

From the Bethel Resident - Notarized affidavits, current Real Estate Tax Bill, current mortgage statement AND one current utility bill (see above).

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 or state 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.