

West Hartford Board of Education***Town Hall Building** Registration & Residency Information Sheet



Registration and Residency Office

Town Hall Building
50 South Main Street
Room# 134
West Hartford, CT 06107

Tel# (860) 561-6620

Fax # (860) 561- 6928

Registration Hours:

Mon-Fri. 8:00 am – 4:30 pm

(when emailing please include child's full name, grade and school on the subject line)

Tanya Rossy

Tanya_rossy@whps.org

Sarea Goudarzy

Sarea_goudarzy@whps.org

West Hartford Web Link:

<http://www.whps.org/whps/primary-offices/registration-and-residency>

DOCUMENTATION TO VERIFY YOUR CHILD'S AGE

Please provide documentation from one of the following that applies to your child's place of birth:

If your child was born in the U.S. we require the child's **FULL-SIZE birth certificate (original copy)**.

If your child was **NOT** born in the U.S we require the child's **Passport or Permanent resident alien card**.

If you are **NOT** the child's parent, we require State of Connecticut Court issued documentation as proof of guardianship. Please note a notarized letter from a biological parent is not an acceptable form of transfer or legal guardianship. We also ask for the guardian's:

- Valid photo ID.
- AND the child's **FULL-SIZE** birth certificate (original copy)

PROOF OF RESIDENCY DOCUMENTATION

If you are a **HOMEOWNER** you must bring in the following.

1. Valid Photo ID.
2. Current mortgage statement OR Homeowner's property tax statement OR Homeowner's insurance policy
3. AND A CURRENT UTILITY BILL

If you have not received a utility bill yet, you may call **CNG at (860) 727-3034** or **Eversource at 800-592-2000** and have them fax a [Service Verification Form](#) to our office.

If you are a **RENTER** you must have the following

1. Valid Photo ID.
2. Current rental agreement (original copy)
3. AND A CURRENT UTILITY BILL

If you have not received a utility bill yet, you may call **CNG at (860) 727-3034** or **Eversource at 800-592-2000** and have them fax a [Service Verification Form](#) to our office.

If you do not own or rent a home but are residing with a West Hartford resident, then both parties must be present and sign a [Certification of Residency](#) and both parties must provide: Valid Photo ID and the West Hartford resident must provide the proof of residency.