

MANCHESTER ESSEX REGIONAL SCHOOL DISTRICT
Residency Verification Documentation Requirements
All Documents Must Show A Current Essex or Manchester Address

Required Identification

Valid Massachusetts driver's license Or Valid Massachusetts photo ID card with an Essex or Manchester address (temporary stickers are not acceptable)

Category A

- Deed, Mortgage Payment dated within the past 60 days, or Property Tax Bill dated within the last year;
- A current Lease, Section 8 Agreement, or Landlord Affidavit;

Category B - Two documents from the list below:

A utility bill (or work order) dated within the past 60 days for two of the following:

- Gas bill
- Oil bill
- Electric bill
- Home telephone bill (no cell phone bills)
- Cable bill

Category C - Two documents from the list below with address:

- Current vehicle registration
- Valid passport
- A W2 form dated within the year or a Payroll Stub dated within the past 60 days;
- A Bank or Credit Card Statement dated within the past 60 days;
- A Letter from an Approved Government Agency* dated within the past 60 days;

***Approved government agencies:** Departments of Revenue (DOR), Children and Family Services (DCF), Transitional Assistance (DTA), Youth Services (DYS), Social Security, any communications on Commonwealth of Massachusetts Letterhead.

Category D – For all situations that apply noted documentation is required:

❖ **If a student resides with a legal guardian:**

Court verification of guardianship

❖ **If a student will be residing with an individual who is not a parent or legal guardian:**

A caregiver authorization affidavit completed by parent or legal guardian

❖ **If parents are divorced and the student resides with both parents:**

A copy of a custody agreement verifying that the parent residing in Manchester-Essex has shared or full physical custody. The agreement must specify that the child resides with the Manchester or Essex parent a minimum of four school nights per week.