

**WESTFORD PROOF OF RESIDENCY REGULATION R5115**



Before any student is assigned or invited to attend a Westford Public School, the student’s parent or legal guardian\* must prove legal residence in the town of Westford. Families whose primary residence is outside of Westford are not eligible to attend Westford Public Schools. All residents enrolling in Westford, or changing their address, must submit a minimum of **three (3)** proofs of residency. In a situation where a rental agreement is provided as evidence of current residency, evidence of residency is required on an **annual** basis. Documents must be pre-printed with the name and address of the student’s parent or guardian\* and must be presented to the district at time of registration.

**At least one document from each of the columns below must be presented as proof of residency:**

COLUMN A (PICK ONE)	COLUMN B (PICK ONE)	COLUMN C (PICK ONE)
<ul style="list-style-type: none"> <li>● Copy of Deed</li> <li>● Copy of <b>official</b> lease <b>AND</b> record of most recent rent payment</li> <li>● Notarized affidavit from Landlord affirming tenancy <b>AND</b> records of most recent rent payment</li> <li>● Fully signed and executed Purchase &amp; Sale agreement with occupancy date</li> <li>● Section 8 Agreement, Federal Housing Program</li> </ul>	<ul style="list-style-type: none"> <li>● Utility bill or work order dated within the past 45 days, including:                             <ul style="list-style-type: none"> <li>○ Cable bill</li> <li>○ Gas bill</li> <li>○ Oil bill</li> <li>○ Electric bill</li> <li>○ Water bill</li> <li>○ Home/mobile telephone bill</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Valid Massachusetts driver’s license with Westford address</li> <li>● Current vehicle registration</li> <li>● Valid MA photo ID</li> </ul> <p>Dated within past year:</p> <ul style="list-style-type: none"> <li>○ W-2 form</li> <li>○ Excise (vehicle) tax bill</li> <li>○ Property tax bill</li> </ul> <p>Date within the past 60 days:</p> <ul style="list-style-type: none"> <li>○ Bank or credit card statement</li> <li>○ Letter from approved government agency</li> <li>○ Payroll stub</li> </ul>

*\*Legal guardianship requires additional documentation from a court or agency.*

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

This residency policy does not apply to homeless students.

**Residency investigations may be conducted when warranted.**