



**DISTRICT OFFICES**  
Tom Flanagan, Superintendent  
150 Colchester Avenue  
Burlington, VT 05401  
802-865-5332  
[superintendent@bsdvt.org](mailto:superintendent@bsdvt.org)

## **VERIFICATION OF RESIDENCY OF PUPILS**

The Burlington School Board is responsible for ensuring the education of pupils who are residents in the Burlington School District. The Board is making every effort to ensure the continued quality of education that the residents of this District have come to expect. In addition, the Board has a responsibility to the taxpayers of this District to be assured that the District is only educating those pupils whose parents, legal guardians or custodians have chosen to make this District their residence or who meet the statutory exceptions to the residency requirement. Accordingly, the District may, consistent with state statute, refuse to accept or may dismiss pupils who are not legal residents of the District.

In order to determine whether a pupil is a legal resident as defined by Vermont law, the District must require proof of residency as described below and completion of the "Affidavit Concerning Pupil Residence." Your cooperation in this effort is appreciated.

Parents, legal guardians and custodians of pupils and emancipated minors enrolling in the Burlington School District schools for the first time, re-enrolling after withdrawal, or whose residence is being questioned, must supply to the principal of the school in which enrollment is being sought the following residency information:

**I. Proof of Burlington, Vermont residency from ONE of the following:**

- a. Current Burlington property tax bill.
- b. Current mortgage papers/closing statement showing a Burlington address and the name of the parent or legal guardian, or custodian.
- c. Formal lease showing the name, address and telephone number of the landlord, Burlington address, and name of lessee.
- d. A notarized letter from the landlord stating the address of the residence being leased and the name(s) of the lessee(s), along with the landlord's address and telephone number.

**AND**

**II. Proof of Burlington residency from ONE of the following:**

- b. Valid Vermont identification card with Burlington address.
- d. Valid Vermont vehicle registration card with Burlington address.
- e. Current utility bill in your name with Burlington address.
- f. Valid Vermont drivers license with Burlington address.
- h. Valid automobile insurance card with Burlington address.
- i. Bank Statement for last or current month (financial information redacted) with name and Burlington address.

If the minor pupil's natural parents are divorced, the parent must provide a certified copy of the following portions of the current divorce decree: its title page, the section granting custody and control of the pupil, any amendment affecting custody and control, and the signature page. [If both parents have custody, residence is where either parent lives. If one parent has sole custody, the pupils' residence is only with that parent 16 V.S.A. 1075(a)(1)]

If the pupil resides in Burlington with a legal guardian or custodian, the guardian or custodian must provide the following:

- a. A court document or a S.R.S. Placement/Payment Authorization Form granting legal custody and control of the pupil to the non-parent, as well as one of each of the forms of proof of residency listed above.

**OR**



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b. Completion of the “Affidavits Concerning Pupil Residency.”

**OR**

c. Provide alternative to residency for tuition

If the pupil resides in Burlington as an emancipated minor, the natural parent or legal guardian, and the emancipated minor must complete an Affidavit Concerning Pupil Residence.

Parents, legal guardians or custodians of pupil(s) who are not Burlington residents and wish the pupil(s) to attend the Burlington Schools, must supply the appropriate custody information for the pupil(s) they wish to enroll, and they must: apply to the Superintendent for the pupil(s) to be admitted as a non-resident (tuition) pupil as defined in School Board Policy JEC-B, Admission of Non-Resident Pupils.

**Please provide to the school principal the appropriate above stated documents and a completed Affidavit Concerning Pupil Residence within the next thirty (30) days. Failure to timely provide the principal with the appropriate documents and the completed attached Affidavit will result in your being billed for tuition and/or may result in your child being excluded from school.**

Please note: THE AFFIDAVIT CONCERNING PUPIL RESIDENCE REQUIRES A NOTARIZED SIGNATURE. For your convenience, a notary is available, free of charge, at the Business Office of Burlington School District Administration Offices located at 150 Colchester Avenue, Burlington, Vermont. In addition, some schools have a notary available at the office.

This (these) document(s) will be reviewed by the administration of the district and a decision will be made as to whether the responses comply with the laws of the State of Vermont, as they relate to establishing residency for school attendance purposes.

Any decision regarding residency may be appealed in writing to the Burlington School Board. If the Superintendent denies enrollment, and the pupil will not be in attendance for at least two days pending a Board hearing, the Commissioner of the Department of Education may issue a temporary order requiring enrollment. Once the Board has made its decision any interested person or taxpayer, may appeal the decision to the Commissioner of Education whose decision shall be final.



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### AFFIDAVIT OF RESIDENCE

*This form is for families who cannot prove residency through the regular verification documents. Submit this form to your child's School Principal or Administrative Assistant*

Child's Name (last, first): \_\_\_\_\_ Current Grade: \_\_\_\_\_

Child's school is: \_\_\_\_\_

Parents/Legal Guardian (last name, first name): \_\_\_\_\_

Present Address: \_\_\_\_\_

Cell or Main Phone: \_\_\_\_\_

Are there siblings living at the present address enrolled in the Burlington School District?  Yes  No

If yes, please list each child's last name, first name, and school: \_\_\_\_\_

\_\_\_\_\_

To Whom This May Concern,

I, \_\_\_\_\_, formally acknowledge living at the street address of \_\_\_\_\_, City of \_\_\_\_\_, State of \_\_\_\_\_ since \_\_\_\_\_, 20\_\_\_\_.

I have attached the following documents for your consideration (**submit at least one**):

Current Burlington property tax bill.

Current mortgage papers/closing statement showing a Burlington address and the name of the parent or legal guardian, or custodian.

Formal lease showing the name, address and telephone number of the landlord, Burlington address, and name of lessee.

A notarized letter from the landlord stating the address of the residence being leased and the name(s) of the lessee(s), along with the landlord's address and telephone number.

A notarized letter from the lessee stating the address of the residence being leased and the name(s) of the lessee(s), **and** a copy of the lease along with the landlord's address and telephone number.

Furthermore, I swear and affirm under penalty of perjury that the facts set forth in this statement are true and accurate.

Sincerely, \_\_\_\_\_

**Witness Acknowledgment**



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I/We, as witness(es) to the aforementioned claims made by \_\_\_\_\_ and acknowledge their residency status.

**Witness** Signature \_\_\_\_\_ Date \_\_\_\_\_ Print Name \_\_\_\_\_

**Witness** Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

**Notary Acknowledgment**

A Notary Public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of \_\_\_\_\_

County of \_\_\_\_\_

On \_\_\_\_\_, before me, \_\_\_\_\_, Notary Public, personally appeared \_\_\_\_\_ who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of in the State of \_\_\_\_\_ that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature \_\_\_\_\_ Print Name \_\_\_\_\_

**Place Notary Seal Above**