

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



### Registration and Residency Office

Town Hall Building  
50 South Main Street

Room# 154  
West Hartford, CT 06107

**Tel# (860) 561-6620**

**Fax # (860) 561- 6928**

### School Registration

#### Hours:

Monday-Friday:  
8:30AM to 4:00PM

**Grisselle H. Alvarez**

[grisselle\\_alvarez@whps.org](mailto:grisselle_alvarez@whps.org)

**Tanya Rossy**

[tanya\\_rossy@whps.org](mailto:tanya_rossy@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 860-947-2000** 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 860-947-2000** 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.