

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

Office Hours:
Mon-Fri. 8:00 am – 4:30 pm

Tel# (860) 561-6620
Fax # (860) 561- 6928

EMAIL: When emailing please include child's full name, grade and school on the subject line.

Grisselle H. Alvarez
grisselle_alvarez@whps.org

Tanya Rossy
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:

- Birth certificate (original copy)
- State issued identification document
- Previous School Records

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.

PROOF OF RESIDENCY DOCUMENTATION

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

- Valid Photo ID.
- Current mortgage statement OR Homeowner's property tax statement OR Homeowner's insurance policy
- 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 800-286-5000** and have them fax a [Service Verification Form](#) to our office.

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

- Valid Photo ID.
- Current rental agreement (original copy)
- 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 800-286-5000** 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.