

Wolcott Residency Guidelines

For proof of residency to enroll in Wolcott schools, the Wolcott Resident MUST provide one piece of documentation from each of the following categories:

Category 1: Photo Identification

- Permanent Driver's License (Not with sticker on the back)
- Valid State ID Card with Photo

Category 2: Housing Records

- Copy of the Mortgage
- Copy of the Official Lease (Updated annually)
- Copy of the Deed
- Copy of Closing Papers for Wolcott Residence (If just recently purchased home)

Category 3: Other

- Current Utility Bill, one of the following is acceptable: Oil, Natural Gas, Propane, Electric, Cable, Water, or Landline Phone
- Property Tax Bill (If not, Car Tax Bill)
- Cancelled Rent Check

Please Note: If someone is leasing or renting a place and the utilities are included, this must be stated on the lease. In this case we would require a copy of the landlord's license along with the lease.

Revised – November 20, 2019

If someone is renting without a Lease please use the following:

Option A:

- Provide a hard copy (or printout) of a cancelled rent check at least once every eight weeks. The copy must show the name of the payee.
- Through the landowner, provide a copy of the landowner's Wolcott tax bill showing ownership of the address at which you reside.
- You should, of course, redact from any copies any personal information.

Option B:

- Have the landowner complete the enclosed Affidavit of Property Owner/Landlord, notarized as noted in the lower portion.
- This affidavit could be completed once yearly rather than Option A which would require your attention every two months.

What documentation needs to be requested when registering a child in school:

- Birth Certificate (long form)
- Driver License
- Proof of Wolcott Residency
- Withdrawal forms
- Physical
- Immunization records
- All academic records
- Any Special Education Records (if applicable)
- Legal Documents: Custody, Divorce, Protective Order, Power of Attorney or Caregiver Authorization Affidavit, etc. (if applicable)

What to do if a child is living with a parent and step-parent but the house is in the step-parents name:

- Please ask for the parent to show the marriage certificate to show the legal connection between the child and the owner of the residence.

What constitutes as a Lease:

- A Lease consists of a start date and an end date with terms and at least two signatures, the owner of the dwelling and the tenant. If utilities are included, this needs to be stated on the Lease. In this case we would require a copy of the landlord's license along with the lease.