



STUDENT REGISTRATION

RESIDENCY REQUIREMENTS

You must be a resident of Ashland to attend Ashland Public Schools. Temporary residence in the Town of Ashland for the sole purpose of attending the Ashland Public Schools will not be considered residency.

Before a student is registered for Ashland Public Schools and can begin school, their parent or legal guardian must provide proof of primary residence. After a student is registered, parents/guardians must immediately notify the school of a student's change of address and submit proof of residency again.

Because residency can and does change for students and their families during the academic year, Ashland Public Schools may continue to verify residency after the commencement of classes.

What documents are required to verify residency?

One document from each column below must be submitted.

Proof of Residency	Proof of Occupancy	Proof of Identification
One of the following required: <ul style="list-style-type: none">• Recent mortgage payment• Property tax bill• Fully signed and executed lease and/or rental agreement the names of the children listed on the document• HUD lease or another public housing lease (Section 8)• HUD settlement statement• Notarized Residency Affidavit	One of the following required: <ul style="list-style-type: none">• Cable/satellite TV bill• Electric bill• Gas bill• Water bill• Home/renter's insurance• Excise tax bill• Home phone bill (not cell) <i>* All bills must be dated within the past 45 days with the name and address clearly stated.</i>	One valid photo identification from the following list is required: <ul style="list-style-type: none">• Driver's License• State ID card• Passport• Military ID• Other government-issued photo ID

What if I live with a friend or relative?

The parent/guardian and owner/renter must complete the Residency Affidavit and both signatures must be notarized. A notary is available in our office and requires the person to be present. The person with whom you are living must submit a Proof of Residency, Proof of Occupancy **and** photo identification.

What if my family does not have a permanent residence?

The proof of residency policy does not apply to homeless students and families covered under the [McKinney-Vento Act](#). If you are experiencing unique living arrangements, contact Student Services at (508) 881-0155 or bhawkins@ashland.k12.ma.us.



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CHANGE OF ADDRESS FORM

This form must be completed immediately after any change to a student's address. This form, along with proof of residency and occupancy, must be submitted to the front office of your student's current school.

STUDENT INFORMATION			
Student 1	Name:		
		First Name	Middle Name Last Name
	Grade :		Current School:
Student 2	Name:		
		First Name	Middle Name Last Name
	Grade :		Current School:

PARENT/GUARDIAN INFORMATION			
Parent/Guardian 1	Name:		
		First Name	Middle Name Last Name
	Email:		
	Phone:	<input type="checkbox"/> Mobile <input type="checkbox"/> Home <input type="checkbox"/> Work	() -
	Same address as student? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Address, if different from student:		
Parent/Guardian 2	Name:		
		First Name	Middle Name Last Name
	Email:		
	Phone:	<input type="checkbox"/> Mobile <input type="checkbox"/> Home <input type="checkbox"/> Work	() -
	Same address as student? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Address, if different from student:		

CHANGE OF ADDRESS			
New Address			
	Address	City	State Zip Code
Previous Address			
	Address	City	State Zip Code

Parent/Guardian Signature

Date