



## CHANGE OF ADDRESS

Westerly Public Schools  
Central Registration  
23 Highland Avenue  
Babcock Hall  
Westerly, RI 02891  
401-315-1509 (call for an appointment)

**Please fill out the attached forms. Student ID numbers and notarization will be provided during your appointment. Along with the completed packet, you must provide proof of your new address.**

### **Acceptable forms of Proof of Residency:**

- Rental/Lease Agreement/Mortgage Statement
- Current Utility Bill
- Westerly Property Tax Bill
- State Housing Letter

To better serve you, please call Central Registration to make an appointment at 401-315-1509. If you are having difficulty providing any of the above documents, please contact Christine Miller in Central Registration.

Walk-ins will only be seen if a free appointment time is available and proof of residency can be provided at the time of your visit.

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*It is the policy of Westerly Public Schools not to discriminate in its education programs, activities, or employment policies on the basis of age, color, gender, national origin, race, religion, sexual orientation, or disability. If special accommodations are needed, please call 315-1509, 48 hours in advance.*

**Westerly Public Schools**  
**Student Change of Information Form**

**Student Information:**

Student Name _____	<b>Current</b>	School _____	Gr _____	ID# _____
Student Name _____		School _____	Gr _____	ID# _____
Student Name _____		School _____	Gr _____	ID# _____
Student Name _____		School _____	Gr _____	ID# _____

**Primary Dwelling Information:**

Old Address: \_\_\_\_\_

New Address: \_\_\_\_\_

Mailing Address (if different from above) \_\_\_\_\_

**Head of Household Information:**

**Family #**

- Student(s) live with (circle one)      Both Parents    Mother      Father      Other
- Status of parents (circle one)      Married    Divorced    Widowed    Separated    single/never married
- If divorced, who has legal custody?    Mother      Father (Please attach copies of legal documents)
- Is there a custodial agreement in place?    Yes    Sole    Joint
- Current Restraining Order?    Yes    No
- Are you the biological/adoptive parent(s)    Yes    No    If no, your relationship \_\_\_\_\_

**Father/Guardian**

Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell: \_\_\_\_\_

Employer: \_\_\_\_\_

Work Phone: \_\_\_\_\_

**Mother/Guardian**

Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell: \_\_\_\_\_

Employer: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Emergency Contact Information/Local Daytime Contact (other than Parent/Guardian). ***ONLY*** the following adults may be notified and are authorized to accept responsibility for this child in case of illness/emergency or in the event the child is dismissed before the close of school.

Relationship	Name	Home Phone	Cell Phone
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Relationship	Name	Home Phone	Cell Phone
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Relationship	Name	Home Phone	Cell Phone
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Central Registration Office

23 Highland Avenue  
Westerly, RI 02891  
(401) 315-1509  
Fax: (401) 348-2707

AFFIDAVIT OF RESIDENCE

Must be completed within 48 hours (two business days)

Must be signed in the presence of a Westerly Public Schools Central Registration Notary.

The undersigned, being a parent or duly appointed guardian of \_\_\_\_\_  
an un-emancipated minor, hereby certifies that the following information is true, complete and accurate. It is understood that this  
information is sought and will be called upon by the Westerly Public Schools for the purpose of determining the residence of the  
named child for school purposes.

*The School Committee requires proof of residency documents such as lease/rental agreement, electric bill, etc.*

Name of child \_\_\_\_\_

Child's residence \_\_\_\_\_

Length of child's residence at this address \_\_\_\_\_

Name of child's parents(s) \_\_\_\_\_

Parent(s) address \_\_\_\_\_

If parents reside in a different city or town, which parent has actual custody of the child?

\_\_\_\_\_

Name of legal guardian \_\_\_\_\_

Guardian's address \_\_\_\_\_

Guardian appointed by \_\_\_\_\_

Does child reside with parent or legal guardian? \_\_\_\_\_

If child does not reside with parent or legal guardian, with whom does child reside?

\_\_\_\_\_

Please state relationship to child \_\_\_\_\_

Child's residence during last school year \_\_\_\_\_

If child does not reside with parent or legal guardian, please state reason(s) \_\_\_\_\_

\_\_\_\_\_

I understand that only residents of the Town of Westerly who are otherwise eligible are entitled to be educated by the Town of  
Westerly without charge.

\_\_\_\_\_  
Affiant

STATE OF RHODE ISLAND, COUNTY OF WASHINGTON

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ by the above named individual  
to be his/her free act and deed.

\_\_\_\_\_ Notary Public

## Westerly Public Schools *Residency Policy*

### **Residency Requirements**

1. Policy
  - 1.1 Only children who reside in Westerly, residency being defined by the Rhode Island General Laws 16-64-1, and who are legally under control of the adults with whom they reside shall be allowed to attend the Westerly Public Schools.
  - 1.2 Parents of non-resident children may request, in writing, from the Superintendent of Schools, permission for a child or children to attend Westerly Public Schools at a tuition rate established by the School Committee. Transportation for non-resident students will not be provided.
  - 1.3 Parents or guardians who will be leaving Westerly prior to the end of the school year may request, in writing, permission to allow their children to attend Westerly Public Schools in accordance with the provisions of Rhode Island General Law 16-64-8. When a student changes his/her residence during the course of a semester, the student shall be allowed to complete the semester in Westerly. If the student is a senior or about to enter his/her senior year, the student shall be allowed to complete his/her senior year in Westerly as long as the student has sufficient credits which will enable him/her to graduate upon completion of one additional year.

Parents or guardians who will be moving to Westerly soon after the school year begins may request, in writing, permission to allow their children to attend Westerly Public Schools. Said request must include any Purchase and Sale Agreement or Lease Agreement for the intended place of residence and a projected date of occupancy for the residence. Parents will be required to pay tuition beginning on the first day and must make, at a minimum, payment for the quarter. If the parents take up residency in the community within forty-five (45) school days from the start of school, the tuition will be refunded in full. If residency takes place after the forty-fifth (45<sup>th</sup>) school day, tuition will then be charged on a per diem rate for all days attended as a non-resident.

2. Procedure
  - 2.1 Affidavit of Residence will be required to be completed by all enrolled students.
  - 2.2 Each principal shall submit to the Superintendent of Schools the name of any student in his/her school whom he/she suspects may not be residents of Westerly.
  - 2.3 The Superintendent shall investigate each referral to insure residence requirements are enforced.

Adopted: October 3, 2001