

# **Windham Academy Charter School**

## **Proof of Residency Policy (DRAFT)**

Windham Academy is a public charter school. Like other public schools, Windham Academy is free for students who are New Hampshire residents. A “residence” is defined as the place where a student eats morning and evening meals, sleeps during the week and where their clothes are kept. Proof of Residence will be required prior to final confirmation of enrollment.

Our funding comes from the state of New Hampshire and we also receive Special Education services from school districts throughout New Hampshire. This policy is necessary as we are required to prove to both the New Hampshire Department of Education and to school districts that our student population is made up of New Hampshire residents.

### **ACCEPTABLE FORMS OF PROOF OF RESIDENCY**

Windham Academy will require two of the following documents along with Proof of Residency. Additional proof of residency forms may be required.

Sending school districts require the student to go to their district to register as a “district resident” before enrolling in Windham Academy and that list is maintained by the school's administrative assistant.

1. A New Hampshire Vehicle Registration
2. A current year’s New Hampshire tax bill **OR** a current year’s Purchase and Sale **OR** a current Lease Agreement
3. Auto Insurance Policy
4. Homeowners Renters Insurance Policy
5. A current year’s utility bill
6. Voter’s Registration
7. Notarized Letter with explanation of living arrangements from the resident owner.
8. Letter from landlord and Proof of last 2 month’s payment

### **PARENTING AGREEMENT**

If parenting responsibility and living arrangements are shared, parents must provide any legal agreements that demonstrate, for the purpose of educational needs, where the child resides.

### **FALSE INFORMATION**

If it is determined that false information regarding New Hampshire residency has been given to Windham Academy, enrollment opportunity to the school will be rescinded.