

Ledyard Public Schools

Mr. Jason S. Hartling
Superintendent

Dr. Jennifer P. Byars
Assistant Superintendent

Mr. Jason M. Lathrop
Business Manager

May 2018

Dear Parent/Guardian,

We understand your child will be attending an Out of District school during the 2018-2019 school year. Ledyard Public Schools (as well as your child's school) requires yearly residency verification for your student's primary residence, we also require that you complete our Transportation Emergency Contact form.

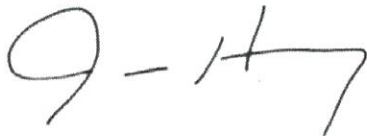
For your convenience, the required forms are attached (they are also available on our website (www.ledyard.net, *District, Transportation, Residency Verification*). Please return the completed forms, along with copies of two forms of identification that prove your Ledyard, Gales Ferry, or Mashantucket residency address. These forms can be dropped off to our office at 4 Blonders Blvd in Ledyard, CT, emailed to smeserve@ledyard.net or fax them to (860) 464-8589 attention Sue.

Please also make yourself aware of Ledyard Public Schools transportation policy (refer to Out of District Transportation section). This policy is posted on our website (www.ledyard.net, Board of Education, BOE Policy Manual, scroll to policy [3541 Policy-Transportation](#)).

As we did last year, Ledyard Public Schools will operate a single, centralized pick up/drop off point at the GFS/JWL/LMS campus for all inter-district magnet schools, charter schools, and Connecticut State technical schools. No additional stops will be made. Please visit www.ledyard.net (*District, Transportation, Out of District*) in mid-August to confirm specific pick up/drop off times.

From time to time schedule adjustments may be required and will be made within the Policy guidelines. Should you have any questions or concerns, please go to www.ledyard.net (*District, Transportation, Out of District Schools Transportation – Emergency Contact Form*). You can also contact Sue Meserve at (860) 464-9255 ext. 1300 or email her at smeserve@ledyard.net.

Regards,



Jason Hartling
Superintendent of School

JH/sm



School Year: _____

Ledyard Residency Verification Affidavit

Please bring this form to the Ledyard Board of Education at 4 Blonders Blvd, Ledyard, CT 06339 to verify your address, Districts now require annual proof of residency to maintain your child's enrollment in a magnet, technical or charter school

Registration for:

- | | | |
|--|--|---|
| <input type="checkbox"/> Grasso Tech | <input type="checkbox"/> Dual Language & Arts Magnet Middle School | <input type="checkbox"/> Willimantic Arts |
| <input type="checkbox"/> Norwich Tech | <input type="checkbox"/> Marine Science Magnet High School | <input type="checkbox"/> Nathan Hale |
| <input type="checkbox"/> ISAAC | <input type="checkbox"/> Regional Multicultural Magnet School | <input type="checkbox"/> New London Science Tech High |
| <input type="checkbox"/> Winthrop | <input type="checkbox"/> Three Rivers Middle College | <input type="checkbox"/> New London Science Tech Middle |
| <input type="checkbox"/> The Friendship School <i>(no transportation provided)</i> | | |

Student Name: _____ Age: _____ DOB: _____

Grade Entering: _____ Parent/Guardian Name: _____

Parent Address: _____

Home Phone: _____ Cell Phone: _____

Work Phone: _____ Email: _____

The above information is correct and accurate.

Parent/Guardian Signature Date

This section is to be completed by Ledyard Public Schools:

This verifies that _____ is registered with LEDYARD PUBLIC SCHOOLS.

Signature of District Official/Residency Officer: _____

Print Name: _____ Phone Number: (860) 464-9255 ext. _____

Date: _____

(District Stamp)

**** IMPORTANT, PLEASE READ ****

LEDYARD PUBLIC SCHOOLS OUT OF DISTRICT STUDENTS REGISTRATION REQUIREMENTS

The following information is required to be on file for any/all students who attend an “Out of District” school:

- **Emergency contact information**
- **Valid email address, contact phone number and address**
- **Proof of Residency - as described below:**

PROOF OF RESIDENCY: (refer to *Board of Education Policy 5111*)

Residency Requirements

Ledyard Public Schools provides educational services to students who are residents of the Town of Ledyard and to those out-of-district students for whom the District has entered into an agreement with their parent(s)/guardian(s) or their home Board of Education. Students who are not residents of Ledyard, except as mentioned above, may not attend Ledyard Public Schools. The Board may take legal action to recoup the cost of educating students found to have been illegally attending schools in the District. A student’s parent(s)/guardian(s) is/are required to notify the Principal when they are no longer residents of Ledyard. In exceptional situations, the Superintendent may allow the student to complete the school year.

The student’s parent(s) or legal guardian(s) must present proof of residency upon initial registration in Ledyard Public Schools and whenever requested by the Principal.

Proof of Residency

Proof of residency can be verified by submitting either (a) one document from column A and one document from column B or (b) two documents from column B. Only those items listed below will be accepted as proof of residency. Each document submitted must specify the physical address of where the student lives; post office box addresses are not acceptable.

Documents for Proof of Residency	
Column A	Column B
<ul style="list-style-type: none"> • Rental or lease agreement • Purchase or escrow agreement 	<p style="text-align: center;">Dated within past 30 days:</p> <ul style="list-style-type: none"> • Utility bill (gas, electric, telephone, cable TV, etc.) • Letter from an approved government agency (assisted housing, food stamps, unemployment payment, etc.) • Payroll stub • Bank or credit card statement • Valid Connecticut driver’s license • Current vehicle registration or insurance • Medical billing or insurance information <p style="text-align: center;">Dated within the past year:</p> <ul style="list-style-type: none"> • Property tax bill

If the student’s family is living with another family in Ledyard, then: (1) they must provide a notarized statement from the person they are living with stating that they and their children live there, the address, and for what period of time; (2) documents showing that the person they are living with resides within District and school boundaries (as specified above); and one of the documents from column B, above, showing that they live at the location. If the living situation is temporary, then once they have moved into their-own residence, they will need to bring in proof of residency for their new address.

OUT OF DISTRICT BUS TRANSPORTATION:

Please visit www.ledyard.net, navigate to District, select Transportation, you’ll see bus schedules posted. Select **Out of District** to view bus routes for all inter-district magnet schools, charter schools, and Connecticut State technical schools Ledyard provides transports to. This schedule will be posted in mid-August.

EMERGENCY CONTACT INFORMATION:

Ledyard Public Schools requires the parents/guardians of all Out of District students to have a valid email address, phone number and address on file. Attached you’ll find our Emergency Contact form, please complete this form and return to the address on the form prior to the start of school. In the event of a ‘need to notify’ situation, Ledyard Public Schools will use the information on this form to contact you.

Ledyard Public Schools

Out of District Transportation Request

Emergency Contact Verification



Ledyard Public Schools provides transportation to the following Out of District Schools.
Please **circle** the school you are requesting transportation to:

- **Arts Magnet Middle School** – 36 Waller Street, New London, CT 06320 (860) 271-4005
- **Dual Language/Arts Magnet** – 51 Daniels Ave, Waterford, CT 06320 860-443-0461
- **Grasso Technical High School** - 189 Fort Hill Rd, Groton, CT 860-448-0220
- **ISAAC** – 190 Governor Winthrop Blvd, New London, CT 860-447-1003
- **Marine Science Magnet School** - 130 Shennecossett Rd, Groton, CT 860-446-9380
- **Nathan Hale** – 37 Beech Dr, New London, CT 860-447-6060
- **Norwich Tech** – 7 Mahan Drive, Norwich, CT 06360 860-889-8453
- **Regional Multicultural Magnet School** – 1 Bulkeley Place, New London, CT 860-437-7775
- **Science and Technology Magnet High School** - 490 Jefferson Avenue, New London, CT 860-437-6496
- **Science and Technology Magnet Middle School** – 36 Waller Street, New London, CT 06320 (860) 271-4005
- **The Friendship School** – 24 Rope Ferry Road, Waterford, CT 06385 860-447-4049 (* no transportation provided)
- **Three Rivers** – 574 New London Turnpike, Norwich, CT 06360 (860) 215-9055
- **Willimantic Arts Magnet School** – 896 Main St, Willimantic, CT 06226
- **Winthrop Elementary School** –74 Grove Street, New London, CT 860-447-6070

Please print clearly:

Student Name: _____ Grade _____

Guardian Name (Please Print): _____

Address: _____

Mailing Address: _____

Home Phone Number: _____

Emergency Phone Number: _____

Email Address: _____

For your information: If you have changes to your student's transportation, 24 hour notification is appreciated. Please call the Ledyard Bus Yard at 860-464-8346. Speak to either the Bus Manager or the Bus Dispatcher.

Return form to: Ledyard Board of Education
4 Blonders Blvd
Ledyard, CT 06339