



City of Chicopee

Chicopee Public Schools
180 Broadway, Chicopee, MA 01020

RESIDENCY REQUIREMENTS

In order to complete the registration process or complete a change of address, the student's parents or legal guardians must prove legal residence in the City of Chicopee. School assignments are determined by the Attendance Zone in which the student lives. Families whose primary residence is outside the City of Chicopee are not eligible to attend Chicopee Public Schools, (unless accepted into the school choice program, or qualifies for services under the McKinney-Vento Act).

Effective September 1, 2016 all applicants must submit at least two (2) proofs of Chicopee residency and provide one (1) government issued form of identification.

Applicants must submit one (1) document from column A and one (1) document from column B and all documents from Column C.

Column A (Evidence of Residency)

- Copy of Deed and/or record of most recent mortgage payment (within past 60 days)
- Copy of Lease (including BHA and HUD leases) and record of most recent rent payment
- Copy of signed lease, rental agreement, or purchase and sales agreement that will establish residency within 60 days
- Legal affidavit, signed and dated, from landlord affirming tenancy identifying all occupants, and record of most recent rent payment- **(Receipt of an affidavit triggers a call to the Attendance Department)**
- Copy of Section 8 agreement
- Documentation from the city of Chicopee – **(Receipt of any such documents triggers a call to the Attendance Department)**

Column B (Evidence of Occupancy)

Items should be within the past 60 days unless otherwise noted:

- Gas bill
- Water/Sewer Bill
- Trash bill
- Oil bill
- Electric bill
- Home telephone bill (**not cellphone**)
- Cable TV bill
- Payroll stub (within the past 30 days)
- Excise (vehicle tax bill within past year)
- Bank statement/credit card statement
- Letter from approved government agency
- Property tax bill (within past year)
- W-2 form (within past year)
- Home or Rental Insurance bill (within the past year)
- Social Security Statements
- Government assistance paperwork (WIC, disability payment stubs, and so forth)

Column C (Evidence of Identification)

- Parent/Guardian current valid government issued photo identification with current address – (driver's license, MA photo ID, passport, Military ID, or college or work picture ID)
- Student(s) birth certificate
Any court order/legal guardianship/custody documents (if applicable)
- All prior school records (or consent to obtain)
- Physician signed health physical (within past year) and current immunization record