



**NORTH ANDOVER PUBLIC SCHOOLS**

**North Andover High School**

**430 Osgood Street**

**North Andover, MA 01845**

**Telephone 978 794 1711**

**FAX 978 688 3536**

**Re:** \_\_\_\_\_

**(DOB)** \_\_\_\_\_

**Dear** \_\_\_\_\_ :

Please be advised that the above-named child has applied for enrollment in the North Andover High School on the basis of the child's residence within your home. As only children who are residing within the Town of North Andover are eligible to attend school within the District, it is necessary that you provide both proof of your residence in the Town of North Andover and the above-named child's residence in your home before he/she will be allowed to enroll in the North Andover Public Schools.

To verify both your status as a resident of North Andover and the child's residence in your home, please complete the attached Residency Verification Form and return it with documentation of residence to the Principal's Office at North Andover High School.

Sincerely,

Steven M. Nugent  
Guidance Department Chair

**NORTH ANDOVER PUBLIC SCHOOLS**

Residency Verification Form  
(Student Residing with Friend or Relative)

**Verification of Residence within the Town of North Andover:**

Name and address of resident with whom applicant resides with the Town of North Andover:

_____	_____
Name	Street Address
_____	_____
Date of Birth	Relationship to Applicant

Do you have legal custody and/or guardianship of the applicant?     Yes                       No

If yes, please attach copies of relevant documentation. If no, please describe your authority as it pertains to the applicant: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

Please attach at least three (3) forms of documentation verifying your current residence within the Town of North Andover. All three forms of documentation must reflect the same address within the Town of North Andover. Acceptable documentation includes: Deed, proof of recent mortgage payment, house or apartment lease, and proof of recent rent payment, current utility bill, property tax bill, photo ID, driver’s license, and current passport.

List documents attached: \_\_\_\_\_

**Verification of Applicant’s Residence within the Town of North Andover:**

I/We, the above named adult resident(s) of the Town of North Andover, hereby verify the applicant, \_\_\_\_\_, resides full time within my/our home in the Town of North Andover. I/We state that the applicant maintains his/her belongings in our home and sleeps within our home at least four (4) nights per week. I/We understand that my/our misrepresentation of the applicant’s status as a resident within my/our home may be considered by the North Andover Public Schools and the Town of North Andover to constitute actionable fraud and may result in legal prosecution. We further agree that we will notify the North Andover Public Schools within ten (10) school days of any change in the applicant’s status as a resident of my/our home within the Town of North Andover.

Signed under the pains and penalties of perjury this \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_