



# HOLYOKE COMMUNITY CHARTER SCHOOL

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## Proof of Residency Requirements List of Acceptable Documents

*Applications will be accepted from any child meeting the schools' residency and age requirements. Applicants will be required to provide reasonable proof of residency. All applicants must be a resident of Massachusetts to apply, to enroll, and to attend the Holyoke Community Charter School. Preference is given to residents of the city of Holyoke. "Non-residents" will be defined as Massachusetts residents who live outside the city of Holyoke. Once a student is attending the school, they may stay at the school even if their town of residence within Massachusetts changes.*

Reasonable proof of residency can be established by providing any TWO of the documents from the following list (items cannot be from the same bullet):

- ❑ A Utility Bill (not water or cell phone) dated within the past 60 days
- ❑ A Deed, Mortgage Payment dated within the past 60 days, or Property Tax Bill dated within the last year
- ❑ A current Lease, Section 8 Agreement, or Landlord Affidavit
- ❑ A W2 form dated within the year or a Payroll Stub dated within the past 60 days
- ❑ A Bank or Credit Card Statement dated within the past 60 days
- ❑ A Letter from an Approved Government Agency\* dated within the past 60 days  
*\*Approved government agencies: Departments of Revenue (DOR), Children and Family Services (DCF), Transitional Assistance (DTA), Youth Services (DYS), Social Security, any communications on Commonwealth of Massachusetts Letterhead.*

### Residency Requirements for Homeless Students

This residency policy does not apply to homeless students. A student who meets the definitions of McKinney-Vento as being homeless is eligible to apply regardless of residency documentation. The McKinney-Vento Act prohibits students who meet the definition of homeless from being barred from enrollment due to lack of required documentation. Homeless students, however, must still provide reasonable proof of residency to receive an admission *preference* based on where they are temporarily living. What is reasonable proof of the city or town in which a homeless student's is temporarily living depends upon the circumstances and will be handled on a case-by-case basis. In some situations, if other reasonable documentation is not available, an affidavit may be sufficient. Homeless students will receive a residency preference based on the location of their temporary residence; if their temporary residence is located within the charter school's sending region, they are entitled to a residency preference. The location of a student's prior permanent residence does not provide a residency preference for admission.

