



BREWSTER CENTRAL SCHOOL DISTRICT

30 FARM TO MARKET ROAD, BREWSTER, NY 10509-9956

TELEPHONE 845-279-8000 FAX 845-279-6921

WWW.BREWSTERSCHOOLS.ORG



Valerie Henning-Piedmonte, Ed.D.
Superintendent of Schools

Michelle Gosh
Assistant Superintendent
for Curriculum, Assessment &
Instruction

Victor Karlsson, CPA
Assistant Superintendent
for Finance and Operations

Kathleen Culligan
Director of Human
Resources

FREQUENTLY ASKED QUESTIONS ABOUT RESIDENCY VERIFICATION

Q1: Why is the district performing residency verification?

While residency and custodial requirements outlined in NYS Education Law are carefully reviewed during the initial registration process, there are limited opportunities to continuously confirm a family's residency status once a student is enrolled. State statutes are very clear that children must attend the public school in the district in which they are legally domiciled.

Q2: How do I complete the residency verification process?

As part of the residency verification process, families are asked to [make an appointment](#) on our online appointment scheduling system or submit documentation described on our [Residency Verification Form](#) through any of the options provided below:

- email of scanned documents to registrar@brewsterschools.org
- via regular mail (30 Farm to Market Road, Brewster, NY 10509 ATTN: Registrar)
- beginning in September, drop boxes at the District Office and various locations throughout the towns/village (record of receipt will be provided and more details will be shared in a subsequent communication)
- walk-in/hand-deliver to school buildings and District Office

Q3: What is the timeline for the initial documentation submission and where can documents be submitted?

Where: 30 Farm To Market Road, Brewster, NY (District Office Building)

When: July 2nd through September 28th: 8am-8pm (Monday through Thursday)

8am-3pm (Friday)

Saturday (by appointment in September)

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Q4: How long does the residency verification appointment take to complete?

In-person appointments made through the online appointment scheduling system should take approximately twenty minutes if all the required documents are presented and accurately completed.

Original: August 16, 2018

Updated: August 1, 2019



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Q5: Who is required to verify residency for the 2018-19 school year?

This year, the district is requiring that parents/guardians of ALL students, in grades K through 12, verify the residency status of their children.

Q6: What must a parent/guardian submit to verify the residency status of his or her child?

For in-person appointments, parents/guardians must present a photo ID, the completed [Residency Verification Form](#), which was mailed to them and available on our website, and all necessary proofs of residency outlined in our Residency Verification Form. For documents submitted by other means, parents/guardians must submit the completed [Residency Verification Form](#), and all necessary proofs of residency outlined in our Residency Verification Form.

Q7: What if my home is in my spouse's name?

If the required documents from Section A are in your spouse's name, you can either have your spouse complete the residency verification OR have them complete a [Third Party Residency Statement](#) AND provide a copy of YOUR Income Tax Return.

Q8: Will I be asked to provide proof of citizenship?

No, we cannot and will not ask about your immigration status, nor is it a condition of enrollment.

Q9: I am unable to make an online appointment. Are walk-ins welcome?

Yes, walk-ins are welcomed. Additional options include:

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Q10: I do not have a computer and am unable to make an appointment online. What number can I call to make an appointment and who shall I ask for?

Please call the District Registrar in the District Office at 845- 279-8000 ext. 6110.

Q11: I just registered my student for Kindergarten in February of 2018, am I required to verify residency again?

Yes, residency verification is required. We recognize that this may be an inconvenience; however, the District has implemented significant changes to our policy, forms and practices since our February registration so it will be necessary to review and verify all residency data to ensure that the proper documentation is provided for every student.

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Q12: What efforts does the Brewster Central School District make to ensure all students are residents?

The Brewster School District is vigilant in ensuring that students who attend the Brewster School District are legitimate residents of Brewster. On an ongoing basis, the district uses a variety of measures to validate the addresses of students who attend our schools and conducts residency hearings and investigations on families unable to provide proof of residency. These methods may include internet searches and surveillance.

Q13: What if I am unable to schedule an appointment during the initial residency verification process?

If a parent/guardian is unable to attend a scheduled appointment, documents may be submitted in any of the following ways:

- email of scanned documents to registrar@brewsterschools.org
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- beginning in September, drop boxes at the District Office and various locations throughout the towns/village (record of receipt will be provided and more details will be shared in a subsequent communication)
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Q14: What will happen if a parent/guardian does not complete the residency verification process?

Two attempts will be made through registered letter and courier to contact parents/guardians. If the parents/guardians do not respond, the case will be referred to a private investigator who will conduct a formal investigation, which may include internet searches and surveillance.

Q15: I have children and live with my parents in Brewster. I am neither a homeowner or a renter; therefore, what documentation must I provide to verify the residency status my children?

You will need to complete a [Third Party Residency Statement](#) in addition to all additional residency verification documents. A copy of your Income Tax Return may also be requested.

Q16: I am the guardian of my sister's children and she does not live in Brewster, just her children do, with me. I own my home; will my mortgage and utility bill satisfy the residency requirements?

No, in addition to the required proofs of residency, you will also be required to present satisfactory proof that the children's parent(s) have transferred total care, custody and control of the children to you. Such proof may include custody orders, orders of guardianship, or a Parent and/or Custodial Affidavit, which are available on our website. (Updated: August 1, 2019)



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Q17: What if my student attends a private school?

Students attending private school, and receiving transportation services, will be required to verify residency in September 2018. In compliance with section 3635 of the New York State Education Law, a parent/guardian of children residing in the Brewster Central School District who are attending a non-public school, must request transportation services prior to **April 1st** proceeding the next school year. A school district may deny late transportation requests for transportation.

<http://www.p12.nysed.gov/nonpub/handbookonservices/transportation.html>

Q18: Will we know the findings of this entire process?

The Residency Task Force meets once per month and will be updated as to the status of residency verification. At the end of this process, a report will be prepared and shared with the Residency Task Force and Board of Education reviewing the outcome of investigations of residency fraud, along with any other recommendations to strengthen the registration process, student admissions policy and the acceptable proofs of residency.