

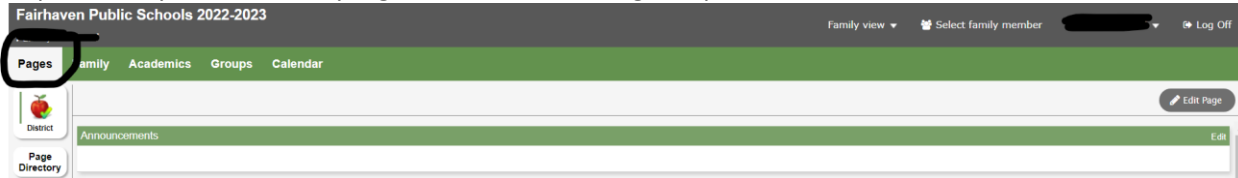
Step by Step to complete Residency Online through Aspen (x2)

Step 1: You can only use a computer, laptop, and/or Chromebook. You are not able to use your mobile and/or tablet device. Need technology help? Please contact your neighborhood school.

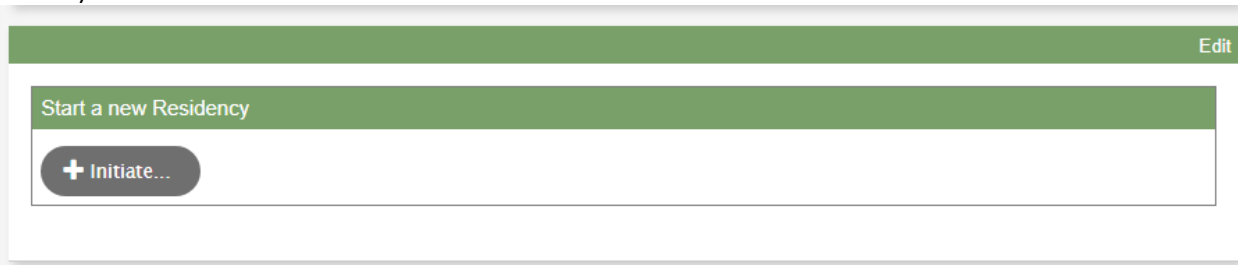
Step 2: Please use this link to access the Aspen (x2) website: <https://ma-fairhaven.myfollett.com/aspen/login.do>

Step 3: You will need your Aspen Login ID and password. Need your Login? Please contact your neighborhood school.

Step 4: Once you successfully login, remain on the Pages top tab:



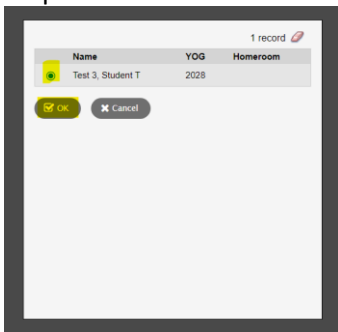
Step 5: Scroll down and stop when you see “Start a new Residency” (you will find this on the right hand side of your screen)



And Click on “Initiate”

Please note, if you have more than one child in the district, you will need to prove Residency for each student.

Step 6: Select the Student and then click “Ok” to begin the Residency process:



Step 7: On the Start Tab, please read the instructions carefully then click “Next”.

Start Student Family/Contacts Housing/Residence Documents Submit

Instructions

Please complete each of the tabs and then click Submit when finished. If you need to stop and come back later, select Save & Close.

Personal Information Notice

The personal information collected will be used for education, administration, and statistical purposes of Fairhaven Public Schools and/or the Massachusetts Department of Elementary & Secondary Education. **Questions about this collection of personal information, should be directed to your neighborhood school.**

School	Address	Phone
Leroy L. Wood Elementary	60 Sconticut Neck Road	508-979-4073
East Fairhaven Elementary	2 New Boston Road	508-979-4058
Elizabeth I. Hastings Middle School	30 School Street	508-979-4063
Fairhaven High School	12 Huttleston Avenue	508-979-4052
Administration Center (Only During Summer Months)	128 Washington Street	508-979-4000

Registration

You are registering for the following student and for the current school year:

Student Name Test 3, Student T

All your changes are saved when you click the **Next** or **Previous** buttons. You may click **Save & Close** at any time to come back later to complete this form.

← Previous Save & Close **Next →** ✕ Cancel

Step 8: Student Tab

Start **Student** Family/Contacts Housing/Residence Documents Submit

Student Information

Student Name Test 3, Student T
Date of birth 4/24/2010
Grade Level 07
Local ID
Email
Student cell phone 555-555-5555

Address Information

Enter any changes to the Physical or Mailing Addresses in the Notes field below.

Physical Address
Your current address will be listed here

Mailing Address
Your current address will be listed here

Address Notes (Please use this field to indicate any address changes, updates, or information)

Change of Address? Enter here!

Example -
New Address: 123 Main Street Apt 2 Fairhaven, MA 02719

All your changes are saved when you click the **Next** or **Previous** buttons. You may click **Save & Close** at any time to come back later to complete this form.

← Previous Save & Close **Next →** ✕ Cancel

Please review the address information, use the notes box to add updated information. Then click “Next” to move the process forward.

Step 9: Family/Contacts – if you want to add people to your Fairhaven student contact list, you can add them here. If you do not want to make any changes simply click “Next” to move the process forward:

StartStudentFamily/ContactsHousing/ResidenceDocumentsSubmit

Parent/Guardian/Other Contact

Click on the Contact Name to enter notes about that contact.

Contact Name	Relationship
No matching records	

+ Add

Contact Name	Relationship

Legal Information

Is this student subject to a parenting plan or any court order?

Are there any orders of protection in place?

All your changes are saved when you click the **Next** or **Previous** buttons. You may click **Save & Close** at any time to come back later to complete this form.

Previous

Save & Close

Next

Cancel

Step 10: Housing/Residence Tab

Please read all the following information within the Tab carefully as it describes the process and requirements to prove Residency with the Town of Fairhaven.

- You need to select your Residency type (If you select Owner – you do not need to complete a Residency Affidavit or Landlord Affidavit)
- Effective date: select today's date.
- Electronically type in your full name (first and last name), this is your e-signature.

PreviousSave & CloseNextCancel

StartStudentFamily/ContactsHousing/ResidenceDocumentsSubmit

Residency Statement

Please read all of the following information carefully as it describes the process and requirements to prove Residency with the Town of Fairhaven.

Disclaimer: Residency is required to be submitted to Fairhaven Public Schools yearly.

For Fairhaven High School students ONLY: If you are joining us from Acushnet, you will need to prove your residency with the Town of Acushnet.

Please select one of the following residency types, please note if you choose the option Owner - you do **not** need to complete a Resident affidavit or Landlord affidavit:

I/we, the parent(s), legal guardian(s) or responsible adult on

Residency Type

Resident Aff

If the student and

30 day Temp

 please a property located in Fairhaven, please complete the Landlord Affidavit

If the student and

Landlord Aff

 with a permanent Fairhaven resident, please complete the Resident Affidavit

Owner

1. I/we wish to re-name student in the Fairhaven Public Schools. I/we understand that pursuant to Massachusetts law and Fairhaven Public School Committee Policy, students who actually reside in the town of Fairhaven may attend the Fairhaven Public Schools, and students who do not actually reside in the Town of Fairhaven may not attend the Fairhaven Public Schools.

2. I/we hereby certify that effective the above-named student is/will be residing at the following address in Fairhaven, Massachusetts, with:

Effective Date

Select today's date

Name(s) of Parent(s) / Guardian(s) / Responsible Adult(s)

Type in your name here (this is an e-signature)

Your address will list here.

3. I/we further certify that I am/we are the parent(s), legal guardian(s) or responsible adult of the above student.

4. I/we acknowledge that I am/we are required to notify the Fairhaven Public Schools or the above student's school, in writing, of any change in said student's address within five (5) calendar days of such change of address. I/we acknowledge that I/we will be required to provide the Fairhaven Public Schools with proof of residency documentation upon entering the Fairhaven Public Schools, move from Pre-School to Kindergarten, move from grade 5 to grade 6, move from grade 8 to grade 9, or enter or re-enter the Fairhaven Public Schools from an out-of-district program or vocational/agricultural high school.

5. I/we acknowledge that I am/we are required to notify the Fairhaven Public Schools or the above student's school, in writing, of any change in said student's address within five (5) calendar days of such change of address. I/we acknowledge that I/we will be required to provide the Fairhaven Public Schools with proof of residency documentation upon entering the Fairhaven Public Schools, move from Pre-School to Kindergarten, move from grade 5 to grade 6, move from grade 8 to grade 9, or enter or re-enter the Fairhaven Public Schools from an out-of-district program or vocational/agricultural high school.
6. I/we acknowledge that if we are enrolled in the Fairhaven Public Schools under a Landlord Affidavit, I/we will be required to provide the Fairhaven Public Schools with proof of residency documentation at the beginning of each school year in which we are enrolled under a Landlord Affidavit.
7. I/we understand that all students must reside in the Town of Fairhaven. Massachusetts General Laws, Chapter 76, sec 5 (M.G.L. c. 76, § 5) states that every person shall have a right to attend the public schools of the town where he/she actually resides, subject to the following section. No School Committee is required to enroll a person who does not actually reside in the town unless said enrollment is authorized by law or by the School Committee. No person shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges and courses of study of such public school on account of race, color, sex, gender identity, religion, national origin or sexual orientation.
8. Should a question arise concerning any student's residency, the student's residency will be subject to further inquiry and/or investigation. Such questions concerning residency may arise on the basis of incomplete, suspicious, or contradictory proofs of address, anonymous tips, correspondence that is returned to the Fairhaven Public Schools because of an invalid or unknown address, or other grounds. The Fairhaven School Committee retains the right to obtain the services of police or investigative agency personnel to conduct investigations into student residence. The police and/or residency investigator(s) will report his/her findings to the Superintendent of Schools, who shall make the final determination regarding residency. Students found to be in violation of the residency policy may be unenrolled from the Fairhaven Public Schools. The parent(s) or guardian(s) of a student found to be in violation of this policy, as well as any other individual who assists in the violation of this policy, may be jointly and severally liable to the Fairhaven Public Schools for the costs of the student's educational services as provided in M.G.L. c. 76, § 5. A parent, legal guardian, or student who has reached the age of majority (18) who is aggrieved by a determination of non-residency may appeal the determination to the Superintendent of Schools, whose decision shall be final.
9. All applicants for enrollment must submit at least one document each from Column A, B, and C and any other documents that may be requested, including but not limited to those from Column A, B, or C (noted below). If the parent or guardian of a student is not able to provide all of the required documentation prior to the first day of school, the building principal retains the discretion to enroll the student on a provisional basis, provided that the parent or guardian submits at least one document from either Column A or Column B prior to the first day of school. Provisional residency status will afford the parent or guardian an additional 30 days to submit the remaining documentation. After the 30th day without the required residency document(s), the child will be unenrolled and referred for appropriate follow-up action.

Proof of residency must accompany this form. Proof of Residency consists of at least one document from each of the following three columns: A, B, and C. Please upload the documents with the Documents tab.

COLUMN A	COLUMN B	COLUMN C
Evidence of Residency	Evidence of Occupancy	Evidence of Identification (Photo ID)
Record of recent mortgage payment and/or property tax bill with parent/guardian name	Recent bill dated within the past 60 days showing the name and Fairhaven address of person listed above.	Valid Driver's License or other valid unexpired Government-issued photo identification of all parent(s) / guardian(s) with whom the child resides.
Landlord Affidavit with mortgage/property tax bill	Types of bills that will be accepted include: Gas Bill, Excise Tax Bill, Cable Bill, House Phone Bill, Car Insurance Bill, Health Insurance Statement with address.	
Resident Affidavit with mortgage/property tax bill		

All your changes are saved when you click the **Next** or **Previous** buttons. You may click **Save & Close** at any time to come back later to complete this form.

[← Previous](#) [Save & Close](#) [Next →](#) [✕ Cancel](#)

Then click “Next” to move the process forward.

Step 11: Documents upload
Please scroll down until you see “Residency Statement Evidence”

Important - you can upload only the following types of documents: PDF, JPEG, PNG.

You can take a picture or screenshot of your documents, email them to yourself, and on your laptop/computer you can download to make the upload successful.

Start	Student	Family/Contacts	Housing/Residence	Documents	Submit
-------	---------	-----------------	-------------------	-----------	--------

Documentation

Residency Statement Evidence

Column A

	Name	Type	Filename	Document
<input type="checkbox"/>	Tax Bill	Column A	IMG_1186.jpg	

[+ Add](#)[Delete](#)

Column B

	Name	Type	Filename	Document
<input type="checkbox"/>	Gas Bill	Column B	Test PDF.pdf	

[+ Add](#)[Delete](#)

Column C

	Name	Type	Filename	Document
<input type="checkbox"/>	Picture of ID	Column C	ID.png	

[+ Add](#)[Delete](#)

Once you uploaded A, B, & C - If applicable upload the Resident Affidavit or Landlord Affidavit

Need a copy of the Resident Affidavit -

<https://drive.google.com/file/d/114QPnwWSmOMxWbD2CnxN5ufPMxqWhbze/view>

Need a copy of the Landlord Affidavit - https://drive.google.com/file/d/1unyf1R8acZdV3SIlukIZdf1cmq_6SI8p/view

Please upload them as shown below. Then click "Next" to move the process forward.

Once you uploaded A, B, & C - If applicable upload the Resident Affidavit or Landlord Affidavit

Need a copy of the Resident Affidavit -

<https://drive.google.com/file/d/114QPnwWSmOMxWbD2CnxN5ufPMxqWhbze/view>

Need a copy of the Landlord Affidavit - https://drive.google.com/file/d/1unyf1R8acZdV3SIlukIZdf1cmq_6SI8p/view

Please upload them as shown below. Then click "Next" to move the process forward.

Resident Affidavit (if applicable)

	Name	Type	Filename	Document
<input type="checkbox"/>	Example of Resident Affidavit	Resident Affidavit	Test.pdf	

[+ Add](#)[Delete](#)

Landlord Affidavit (if applicable)

Name	Type	Filename	Document
No matching records			

[+ Add](#)[Delete](#)

All your changes are saved when you click the **Next** or **Previous** buttons. You may click **Save & Close** at any time to come back later to complete this form.

[← Previous](#)[Save & Close](#)[Next →](#)[× Cancel](#)

Step 12: Click on “Submit” **only once**.

This step may take up a few minutes, the system is uploading your documents.

Start

Student

Family/Contacts

Housing/Residence

Documents

Submit

Done!

Congratulations! You have reached the end of the Re-Registration form.

Click each tab and review the information. When all information is accurate and complete, click Submit.

All your changes are saved when you click the **Next** or **Previous** buttons. You may click **Save & Close** at any time to come back later to complete this form.

← Previous

Save & Close

Next →

Submit

✕ Cancel

Once the Pages screen appears, scroll down until you see “Start a new Residency” and you will see the Workflow Phase (status) as “Submitted”.

If the status states “In Progress” you may receive communication from your neighborhood school with further instruction. If the status states “Accepted” the Residency process has been completed successfully.

Edit

Start a new Residency

+ Initiate...

Resume working on any Residency that has already been started

Name	WorkflowPhase	Actions
Test 3, Student T	Submitted	