LAGUNA BEACH
UNIFIED SCHOOL DISTRICT

# NEW STUDENT - RESIDENCY VERIFICATION INSTRUCTIONS

Laguna Beach Unified School District (LBUSD) may ONLY enroll students whose parent(s)/guardian(s) reside within school district boundaries (E.C. 48204). This process is provided to help us verify the location of your residence. In cases in which residency is in question, the District may conduct a residency investigation. Residency verification is a parent/guardian responsibility. **Falsification of information provided on these documents will be grounds for immediate cancellation of enrollment.**

Please **provide copies** of the information requested below with Residency Verification Affidavit Form 1 and, if applicable, Residency Verification Affidavit Form 2, so that we may legally enroll or re-enroll your child in the Laguna Beach Unified School District.

1. Verification of Identity: Please provide from the list below a form of Verification of Identity as the student's parent/guardian, caregiver, licensed foster agency or group home representative, or California Superior Court-appointed legal guardian:
   - ❏ Driver's License (any photo driver's license or CA ID Card is permitted)
   - ❏ Government issued identification with photo
   - ❏ If an agent or representative of Social Services or Foster Care Agency, appropriate identification card
   - ❏ Alternative form of identification that is not from a government agency

2. Proof of Residency: Please provide one document from Category 1 **AND** one document from Category 2 listed below. Addresses on documents must be the residency property address. Note: Post office boxes are not accepted.

   **Category 1: Lease Agreement, Mortgage Statement or Co-Resident Form 2**
   - ❏ Current copy of mortgage statement or property tax bill showing your name and residence property address.
   - ❏ Current copy of lease/rental agreement showing your name and residency property address with signatures of lessor and lessee. Names of all students enrolling in LBUSD school must be listed on lease/rental agreement. Note: If you are on a month-to-month lease/rental agreement, you will be asked to provide a current month's rental receipt or canceled check.
   - ❏ If you are sharing a residence in which you do not have a mortgage statement or lease/rental agreement, **you must** complete **Form 2, Section A** of this packet and have it signed by the Primary Owner/Lessee/Renter.
   - ❏ If you are residing in a property in which there is no lease/rental agreement available, **you must** complete **Form 2, Section B** of this packet and have it signed by the Owner/Landlord.

   **Category 2: Utility Bills/Other**
   - ❏ Current copy of household utility bill (gas, electric, water, trash). Internet, cable or cell phone bills are not accepted.
   - ❏ If your utilities are included in your rent, you must provide one of the following documents in your name:
     - ❏ Current proof of residency from the Orange County Registrar of Voters
     - ❏ Current property tax or income tax documents (from IRS, State, and/or County Offices)
     - ❏ Current correspondence from other governmental agency
     - ❏ Current payroll stub with your pre-printed name and address

3. Residency Verification Affidavit Forms:
   - ❏ Residency Verification Affidavit Form 1: complete and submit with attachments to EACH school of enrollment.
   - ❏ Residency Verification Affidavit Form 2: if you are a "Co-Resident" complete and submit with required attachments to EACH school of enrollment.

LAGUNA BEACH
UNIFIED SCHOOL DISTRICT

**School Year: 20___- 20___**

# NEW STUDENT RESIDENCY VERIFICATION AFFIDAVIT - FORM 1

☐ **HOMEOWNER** ☐ **RENTER** ☐ **CO-RESIDENT**

Please complete this form and return it via email or US mail with your residency verification documents.

| **Parent/Guardian Information: Please complete the following section with your primary residence information** | | |
|---|---|---|
| Parent/Guardian Name | Last Name: | First Name: |
| Parent/Guardian Telephone # | Best #: | Other #: |
| Residence Address of Student(s) | | |

Note: If legal custody of the student is shared, please provide a certified copy of the court order identifying each parent's respective physical and legal custody award. The student(s) must reside in Laguna Beach District boundaries at least 50% of the time. Please inform your child's school of any changes to the court order within five (5) business days.

| **Student Information: Please complete the following section with information regarding each of your student/s** | | | | | |
|---|---|---|---|---|---|
| **Students** | **Last Name** | **First Name** | **Birthdate** | **Grade Level** | **School** |
| Student 1 | | | | | |
| Student 2 | | | | | |
| Student 3 | | | | | |
| Student 4 | | | | | |
| Student 5 | | | | | |

The address listed on this Residency Verification Affidavit is my primary residence. I understand that LBUSD will verify all information that has been provided on this form. Such verification may include multiple home visitations. I agree to immediately notify LBUSD within five (5) business days of any change in the status of my residency, either within or outside the District. I understand that the District will actively investigate all cases where it has reason to believe that the information provided herein is false or incorrect. I also understand that the District may refer cases in which false information has been intentionally provided to the Orange County District Attorney's Office. False information on the Residency Verification forms may lead to immediate withdrawal of the student from the District.

I declare under penalty of perjury that the foregoing is true and correct, and that any and all copies of documents submitted to verify my residency are true and correct copies of the original documents, and that any and all documents submitted have not been altered except for the crossing out of dollar amounts and/or account numbers, which is permitted for purposes of this Residency Verification Affidavit. (Penal Code, Family Code, and Civil Code sections 118, 125, 126, 127)

*Do not sign this form if any of the above statements are incorrect. Evidence that false information was provided may result in immediate withdrawal of the student from the school and may lead to criminal and/or financial penalties.*

_____Executed on _____ in the County of _____.

Parent/Guardian Signature Date



Admin Use:: Verified in Aeries _____ Initials _____ Date: _____

LAGUNA BEACH
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**School Year: 20___- 20___**

# NEW STUDENT RESIDENCY VERIFICATION AFFIDAVIT - FORM 2

Please complete this form, if applicable, and return it via email or US mail with Form 1 and your residency verification documents.

**This form is to be completed by parent(s)/guardian(s) who are "Co-Residents" residing in or sharing a residence in which you are not the primary owner/renter/lessee OR you do not have a lease/rental agreement. Please complete Section A or Section B accordingly.**

**Section A: Complete this section if you are living with another family and the lease/rental agreement or mortgage statement is not in your name. The primary owner/renter/lessee of this shared residence is required to complete this section and attach a copy of the following items and sign the declaration below:**

- ❑ One residency document from both **Category 1 and Category 2** of the "Residency Verification Instructions" cover page

I, _____, (primary owner/renter/lessee) declare that I am the primary owner/renter/lessee of the address listed on Form 1 of this Residency Verification Affidavit. I declare that the parent(s)/guardian(s) and the student(s) listed on Form 1 reside in the property listed on a full-time basis. I further declare that all of the information provided in this Residency Verification Affidavit is true and correct. I understand that home visitation and/or residency verification is a part of a periodic process to confirm residency established by a Residency Verification Affidavit. I agree to notify the Laguna Beach Unified School District if there is any change in the status of the residency of the persons listed on Form 1 or myself.

I declare under penalty of perjury that the foregoing is true and correct, and that any and all copies of documents submitted to verify my residency are true and correct copies of the original documents, and that any and all documents submitted have not been altered except for the crossing out of dollar amounts and/or account numbers, which is permitted for purposes of this Residency Verification Affidavit. (Penal Code, Family Code, and Civil Code sections 118, 125, 126, 127)

*Do not sign this form if any of the above statements are incorrect. Evidence that false information was provided may result in immediate withdrawal of the student from the school and may lead to criminal and/or financial penalties.*

_____Executeed on _____ in the County of _____.
Primary Owner/Renter/Lessee Signature Date

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**Section B: Complete this section if you are living in a residence in which no lease/rental agreement is available. The Owner/Landlord of this rented/leased residence is required to sign the declaration below:**

I, _____, (owner/landlord) declare that I am the owner/landlord of the address listed on Form 1 of this Residency Verification Affidavit. I declare that the parent(s)/guardian(s) and the student(s) listed on Form 1 reside in the property listed on a full-time basis. I further declare that all of the information provided in this Residency Verification Affidavit is true and correct. I understand that home visitation and/or residency verification is a part of a periodic process to confirm residency established by a Residency Verification Affidavit. I agree to notify the Laguna Beach Unified School District if there is any change in the status of the residency of the persons listed on Form 1. I declare under penalty of perjury that the foregoing is true and correct.

*Do not sign this form if any of the above statements are incorrect. Evidence that false information was provided may result in immediate withdrawal of the student from the school and may lead to criminal and/or financial penalties.*

_____Executed on _____ in the County of _____.
Owner/Landlord Signature Date