

Proof of Residency Procedures

To be enrolled in _____ Elementary School, families must present TWO forms of documentation showing that their primary residence (the house in which they live) lies within the school boundaries. We may ask families to periodically update their residency in order to keep our records current. The following documents may be used in determining residency

All applicants must submit at least one document from column A and one document from Column B OR two documents from Column B.	
Column A	Column B
Documents must include parent or legal guardian's name (custodial parent or parent student lives with most in case of divorce), and physical address.	
<ul style="list-style-type: none"> • Rental/Lease Agreements • Purchase/ Escrow agreement • If you are living with another family or you cannot provide either of the above. <ol style="list-style-type: none"> 1. Provide a notarized statement from the persons you are living with stating that you and your child(ren) live there, and the address, and for what period you will be there. 2. A document showing that the person you are living with resides within the district and school boundaries 3. One or more items from column B showing you live at the location. <p>If the situation is temporary, once you have moved into your won home, you will need to bring in proof of residency for your new home.</p>	<p><u>DATED WITHIN THE PAST 60 DAYS</u></p> <ul style="list-style-type: none"> • Utility bill (gas, electric, home, telephone, cable, tec.) • Letter from approved government agency (assisted housing, food stamps, unemployment payment) • Payroll stub. • Bank or credit card statement • Current insurance • Medical billing or insurance information <p>Dated within the past year'</p> <ul style="list-style-type: none"> • W-2 • Property tax bill

The following do not establish residency:

<ul style="list-style-type: none"> *Power of Attorney *Letters from friends or relatives 	<ul style="list-style-type: none"> * Property owned in school District boundaries * P.O. Box in school district boundaries
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Students Name: _____

Date: _____

Parent/Guardian Names: _____

Address of Parent/ Guardians: _____

***School Staff must verify and make notation below ***

This proof of residency procedures does not apply to homeless students. If you believe your family fits this exception, please as the school personnel for a student information questionnaire

To be completed by school personnel

Type of document Showing residency	Date on Document	Initials of office personnel
1.		
2.		

School Staff Signature: _____ Date: _____