



## GILROY UNIFIED SCHOOL DISTRICT

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### SUPERINTENDENT

Dr. Deborah A. Flores, Ph.D.

### BOARD OF EDUCATION

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## Re: Residence Verifications for all incoming 9<sup>th</sup> grade students – Deadline April 1<sup>st</sup>, 2022

January 14, 2022

Dear Parents of 8<sup>th</sup> Grade Students,

As a part of the transition process to high school, we are contacting all parents/guardians of 8th Grade students to remind them of the District's address verification process before entering high school. In order to keep student enrollment at a level that is fair for everyone, we require all incoming 9th grade students to provide proof of residency for their appropriate high school attendance area.

**All incoming ninth graders must submit "Proof of Residency" as part of the transition process to high school by Friday, April 1<sup>st</sup>, 2022 at 4:00 p.m.** Students who do not submit the paperwork on time may be assigned outside their attendance area school based on resource and space availability.

Suspected cases of fraudulent paperwork will be investigated by the GUSD Residence Verification Specialist. The District may refer cases in which false information has been intentionally provided to the District Attorney's Office for further action and/or file civil action to recover damages incurred as a result of providing false information. The use of fraudulent addresses is not acceptable. Your cooperation and understanding is essential to the process.

As a CHARACTER COUNTS!® District, we expect everyone to engage in behaviors that are aligned to the six pillars of character that we teach to our students; trustworthiness, respect, responsibility, fairness, caring, and citizenship.

We are very fortunate as a district to have comprehensive high schools of such high quality, offering a similar and broad range of courses (including 20 Advanced Placement courses) which are taught by highly qualified teachers. Please attend the upcoming freshmen orientations **on January 26, 2022 via zoom** so that you can learn more about your child's attendance area high school.

Thank you for your time.

Sincerely,

Dr. Deborah A. Flores, Ph.D  
Superintendent



**PROOF OF RESIDENCY VERIFICATION WORKSHEET**

Dear Parent/Guardian:

In preparation for your student’s upcoming enrollment in the 9<sup>th</sup> grade for the **2021/2022** school year, the Proof of Residency verification process will be held electronically online this year due to the Covid Pandemic. Students must provide verification documentation regardless of past enrollment history in the District.

Students who **do not** submit proof of residency on time may be assigned to either Gilroy High School or Christopher High School at the discretion of the school district based on resources and space availability.

Each middle school – **Ascencion Solorsano, Brownell and South Valley** will immediately begin accepting proof of residency documents electronically. Proof of Residency documents can be scanned and emailed, photographed and emailed or dropped off at the middle school site. Please contact your student’s middle school for specific drop off instructions. Additionally, please check Parent Square and/or your email for additional instructions.

**Required Proof of Residency Verification Documents**

- **Category 1** - Please submit one document.
- **Category 2** – Please submit two documents

For questions, please contact the Office Coordinator at your student’s middle school.

**“Proof of Residency” must be completed by 4:00 p.m. on Wednesday, March 31, 2021.**

**Please provide Proof of Residency from each category listed below:**

<p style="text-align: center;"><b>Category 1</b> (One Form required*)</p> <p><input type="checkbox"/> Mortgage Statement</p> <p><input type="checkbox"/> Property Tax Statement</p> <p><input type="checkbox"/> Escrow Papers</p> <p><input type="checkbox"/> Rental Agreement</p>
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<p style="text-align: center;"><b>Category 2</b> (Two Forms Required*)</p> <p><input type="checkbox"/> PG&amp;E Bill</p> <p><input type="checkbox"/> City of Gilroy Bill/Water Bill</p> <p><input type="checkbox"/> Waste/Recycling Bill</p> <p><input type="checkbox"/> Landline Phone Bill – (No cell phones)</p> <p><input type="checkbox"/> Cable Bill</p> <p><input type="checkbox"/> Homeowners/Renters Insurance Declarations</p>
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**ORIGINAL DOCUMENTS MUST BE PROVIDED FOR VERIFICATION.**  
**Any irregularities discovered during the residency verification process may result in further investigation by the GUSD Residence Verification Specialist.**