



ANNUAL RESIDENCY VERIFICATION INSTRUCTION SHEET

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 school site may contact you to request additional documentation, or the District may conduct a residency investigation. Residency verification is a parent/guardian responsibility. **Evidence that false information was provided may result in the immediate withdrawal of the student from the school.**

Please provide **Proof of Residency** documentation and the **Annual Residency Verification Affidavit** form referenced below so that your student(s) may continue their enrollment in the LBUSD.

1. **Proof of Residency:** Please provide at least one document from the list below. Addresses on documents must be the residency property address. Post office boxes are not accepted.
 - 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 cancelled check.
 - Current copy of household utility bill (gas, electric, water, trash). Internet, cable or cell phone bills are not accepted.
 - If you are sharing a residence and the utilities are not in your name OR if you are a renter and the utilities are included in the rent, you must provide one of the following in your name with the residency address:
 - 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
 - Declaration of residency executed by the parent or legal guardian of a pupil

2. **Residency Verification Affidavit Forms:** Please submit your Annual Residency Verification Affidavit form (page 2) with Proof of Residency documentation via **email to your student’s school by May 15th**. The site emails are listed below. If you have students at more than one school, please email the documents to all schools in which your students attend. If you are unable to email your documents, please mail documents to your school site via US mail.
 - Laguna Beach High School – LBHSresidency@lbusd.org
 - Thurston Middle School – TMSresidency@lbusd.org
 - El Morro School – EMSresidency@lbusd.org
 - Top of the World - TOWresidency@lbusd.org

Please make sure to put your student’s last name, first name in the subject line of your email



ANNUAL RESIDENCY VERIFICATION AFFIDAVIT

Please check if your address is different than last year

Please complete this form and return it with your residency verification documents via email to the address below that correspond with your child's school or by US mail. If you have students at multiple schools, please email each corresponding school.

LBHSresidency@lbusd.org TMSresidency@lbusd.org EMSresidency@lbusd.org TOWresidency@lbusd.org

Parent/Guardian Information: Please complete the following section with your primary residence information		
Parent/Guardian	Last Name:	First Name:
Parent/Guardian Contact Information	Phone/Cell #:	Email:
Student(s) Address		

Note: If legal custody of the student has changed, 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 student's school of any changes to the court order within five (5) business days.

Student Information: Please complete the following section with information regarding 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 Annual 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 Annual Residency Verification Affidavit may result in 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. 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 Annual 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.

Parent/Guardian Signature

Executed on _____ in the County of _____
Date