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|----------------------|
| Student Name: _____  |
| Student Grade: _____ |

|                      |
|----------------------|
| Date Received: _____ |
| Time Received: _____ |

**Douglas County School District**

**Proof of Residency Checklist & Enrollment Processing Document**

**General Proof of Residency**

Before a student is enrolled in school the parent or legal guardian must show proof of residency at the claimed residence (current physical address) where the student resides in the Douglas County School District. The parent or legal guardian of the student must provide a valid form of identification as well as the following items listed below to the school to finalize the enrollment process.

***– FOR STUDENTS EXPERIENCING HOMELESSNESS SEE STUDENT RESIDENCY QUESTIONNAIRE (SRQ) FOR ADDITIONAL INFORMATION. ASSISTANCE MUST BE PROVIDED TO THESE FAMILIES TO REMOVE BARRIERS FOR STUDENT ENROLLMENT.***

**Preferred Residency Documents:**

Must show **TWO** primary forms of residency (showing current physical address for the student):

- \_\_\_\_\_ Rental, lease or purchase agreement for the claimed residence where the student resides.
- \_\_\_\_\_ Most recent utility bill (internet, gas, electric, water, etc.) that shows the “service” address (claimed residence). We will not accept the payment stub that shows the mailing address.
- \_\_\_\_\_ Valid driver’s license or State Identification showing claimed residence address.

**Alternative Residency Documents:**

If the parent/guardian is not able to provide the Preferred Residency Documents, any **TWO** of the alternative documents showing the claimed residence (current physical address for student) may be used:

- \_\_\_\_\_ Most recent payroll stub
- \_\_\_\_\_ Most recent credit card statement
- \_\_\_\_\_ Current vehicle registration
- \_\_\_\_\_ Valid passport
- \_\_\_\_\_ Voter registration documentation
- \_\_\_\_\_ Contract to Build Agreement from Contractor
- \_\_\_\_\_ W-2 form (dated within the past year)
- \_\_\_\_\_ Property tax bill (dated within the past year)

*The following **do not** establish residency:*

- *Property owned in school district boundaries*
- *PO Box in school district boundaries*
- *Letters from friends or relatives.*

*For assistance, please contact your local school office.*

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**ENROLLMENT PROCESSING DOCUMENTS:**

- |                          |                      |
|--------------------------|----------------------|
| _____ Birth Certificate  | _____ Date Completed |
| _____ Immunizations      | _____ Date Completed |
| _____ Proof of Residency | _____ Date Completed |