

Parent Address Declaration Form

Student's name	Grade	DOB	504 Plan		ELL Services		IEP Services		Expulsion		TAG Services	
			Yes	NO	Yes	NO	Yes	NO	Yes	NO	Yes	NO

Name of last school student attended: _____

Parent/Legal Guardian Information: *(Legal Guardians required to provide court documents appointing them guardian.)*

 Parent/Legal Guardian Name Phone

 Address City/ST/Zip

I declare that our family is not living in Springfield School District for the primary purpose of attending a district school, nor using this address to access a Springfield School. I understand that this application, if approved, will allow the student to enroll in academic classes, but does NOT guarantee eligibility to participate in competitive interscholastic activities at the receiving school. I understand submitting false information may result in tuition charges and/or student's immediate withdrawal from school. **Parent/legal guardian must provide driver's license or photo ID with this form.**

I understand that within 30 days I must provide my student's school (s) with updated driver's license or photo Id and at least two pieces of official mail (see back).

 Signature of parent/legal guardian Date

Person providing home/shelter information:

I attest I am in a landlord relationship with the above named person(s).

I certify that I have read and understand this form and attachments, and attest the information given to be correct and true and that school officials may verify the information submitted. I understand submitting false information may result in tuition charges and/or the student's immediate withdrawal from school.

I declare the student and parent/legal guardian listed above legally reside with me on a full-time basis and have no other dwelling. **I have attached required proof of residency/address** (see back).

 Name of person providing home/shelter Phone

 Name of Homeowner or Rental Agency Phone

 Address City/ST/Zip

 Signature of Person providing home/Shelter Date

For Springfield District Office Use Only

District acknowledgment:

The District has reviewed the Notice and accepts the representations in this Notice as true.

 Admissions Representative Date

___/___/___ **Date Received by District** **Student ID #** _____ **Proof of Res Docs:** _____

NOTICE CONCERNING PROOF OF ADDRESS REQUIREMENTS

Students shall, at no extra cost be enrolled in the district which their parent/legal guardian reside. Students whose legal address is outside the school district boundaries may be admitted through an open enrollment or inter-district transfer approval at no cost or by paying tuition. An inter-district transfer requires approval from both the resident and host districts.

Legal guardians are required to furnish copies of court orders appointing them as guardians. Persons in a parental relationship will be required to sign an affidavit that the student has no living parent and/or legal guardians/Persons in a parental relationship must provide copy of driver's license or photo ID.

Persons providing home/shelter are required to submit proof of residency/address. Post Office boxes do not meet address requirements. Only street addresses are accepted. Please present *one* document from of the categories below.

1. Photo ID

- Current Oregon Driver's License
- Current Oregon State ID card
- Valid passport

-or-

2. Document showing address

- Current property tax bill
- Current rental/lease agreement (must include person providing home/shelter's name, address, property manager or owner name, and property manager or owner phone number.
- Escrow Papers

-or-

3. Mail showing person providing home/shelter's resident address

- Electric bill (dated within the last 45 days)
- Water/Sewer bill (dated within the last 45 days)
- Garbage bill (dated within the last 45 days)
- Cable/Satellite bill (dated within the last 45 days)
- State and Federal Revenue documents

The District has the discretion to require additional evidence to verify residency.

If at any time, a student's address is in question, the District may ask for additional documents for verification. When documents submitted are falsified and such a violation is found, the child will be required to enroll where he/she should properly be attending.

Parents/legal guardians completing an Address Declaration form are required to provide current documents from the following sources within 30 days:

- Driver's license or photo ID showing current physical address
- Mail from Social Security Administration
- Mail from Oregon State government agency
- Utility bill (electric, water/sewer, garbage, cable)
- State and Federal Revenue documents

Parents, guardians or persons in a parental role who knowingly submit a false declaration may be held responsible for paying tuition for dates of attendance in which the student was not a legal resident of the district and/or may be withdrawn from school falsely enrolled. Students that reside temporarily with the attendance boundary for the primary purpose of attending a school are not considered legal residents of the district and therefore shall pay tuition.

339.133 Residency, (in part):

(6) Persons living temporarily in a school district for the primary purpose of attending a district school may not be considered legally resident of the district in which they are living temporarily, but shall be considered resident in the district in which they, their parents, guardians or persons in parental relationship to them maintain residency.