



Hayward Unified School District

Building a Culture of Success: "ALL Means ALL"

ENROLLMENT/RESIDENCY GUIDELINES

PROOF OF RESIDENCY

Two separate documents tied to the home are required to verify residence. Reasonable evidence of residency may be established by documentation, **including but not limited to** any of the following:

- Current Utility Bills
- Car Insurance Bill
- State Agency Mail
- Housing Authority Voucher
- Property Tax Bill with parent name and property address
- Current W-2 Forms
- A tenant copy of Rental or Lease agreement with parent name, student name, and address, as well as manager or owner's name and phone number may be **accepted along with 2 additional current proofs which can include one listed above and one piece of Official Business Mail in the parents name and residence address (i.e. bank statement, health insurance document, credit card statement, etc.)**.

District schools shall retain a copy of the documents(s) or written statement(s) offered as verification.

In the event that a parent/legal guardian is unable to provide the evidence of residency set forth herein due to extenuating circumstances, the parent/legal guardian may submit, and the Superintendent or designee, at his or her discretion, may consider, any additional evidence or explanation offered by the parent/guardian.

• IDENTIFICATION

When registering a student, the parent or guardian must also provide personal picture identification which may consist of the following:

- Current California State Driver's License
- Current California State ID Card
- Government ID
- Valid Passport
- Consulate Issued Picture ID
- Other legal identification card

If parent/guardian cannot provide identification then refer to CWA

• AFFIDAVIT OF RESIDENCE (*Note: we no longer require a notarized letter*)

If a family lives in the home of another, **the parent/legal guardian needs to bring the following to CWA:**

- A letter from the primary resident listing the address and the names of the family members living in the home
- 2 current utility bills tied to the home in the name of primary resident
- A picture Identification for the parent

An Affidavit of Residence is sufficient verification of residence for enrollment and the student should be enrolled ASAP.

Have families call CWA (510-784-2689) if they have questions about or difficulties obtaining residence documentation. **Families who indicate they are homeless have the right to enroll in school (McKinney-Vento Act). However, school staff or parent/guardian must contact CWA immediately to assess the situation and determine appropriate placement and support.** Many families needing affidavits of residence qualify under McKinney-Vento. CWA will indicate status with "M.V. and a code reflecting their night time residence" on the affidavit.

• CAREGIVER AFFIDAVITS

Families who are not the legal guardian of a student (who do not have court/social services documents placing the student in their home) should be directed to contact CWA. We will determine to issue an affidavit of caregiver or request the family obtain an inter-district transfer from the parent's district of residence. Foster parents & Group Homes may enroll students by presenting placement paperwork to the school. Contact CWA to make sure we have the foster parents/group home registered in our records.