



Acceptable Documentation for Address Verification

Parent or Legal Guardian:

THREE (3) Proofs of Residency are required in order for your child to attend Lexington/Richland School District Five (LRSD5). Proof of residency will be done yearly for all students.

All documentation presented must show THE MOST **CURRENT MONTH'S DATE** and the **PARENT/GUARDIAN'S OWNER'S NAME**.

Acceptable documentation include: (One Required)

- Property Tax Bill for the permanent residence
- Mortgage Statement (current)
- Real Estate Closing Documents (where applicable)
- Rental Lease (complete copy from management to include tenant and management signatures - *not from lease holder to another as a sub-lease*)

Additional documents include: (Two Required **1 must be a utility**)

- Electric Bill
- Water Bill
- Telephone Bill
- Cable/Satellite Bill
- Vehicle Tax Registration
- Voter Registration Card

A **PHOTO ID** will be required from the **parent** or **legal guardian** for **identification purposes only**. IDs cannot be accepted as documentation for address verification.

FOR FAMILIES THAT HAVE RECENTLY MOVED:

1. If you have recently moved and are unable to provide the **two additional required documents** listed above, you must, to a minimum provide a **Rental Lease** or **Real Estate Closing Document**.
2. You will then be given 45 days from enrollment to provide the remaining documents as required. If the family has resided in the home for more than 45 days, proof should be provided immediately.

FOR FAMILIES LIVING WITH ANOTHER FAMILY, YOU WILL NEED AN AFFIDAVIT:

1. The person that owns or rents the property in which you are residing must complete a **Residency Affidavit Form** (which LRSD5 will provide) and you have notarized, attesting to the fact that you and your family are currently residing with the legal resident.
 - The person that owns or rents the property must provide **THREE** acceptable pieces of documentation **from the above list**, which verifies their connection to THE PROPERTY.
2. You, as the **parent or legal guardian**, must also provide a **Residency Affidavit Form** (which LRSD5 will provide) and you have notarized, attesting to the fact that all current documentation for address verification presented is true and accurate.
 - (If new to the area) Within 45 days of enrollment, **you, as the parent or legal guardian**, will be required to provide **two documents of mail** in your name that show the address of the person with whom your family resides. Junk mail is not acceptable. Acceptable documents are: 1) paycheck stub 2) W-2 statement 3) car insurance 4) bank statement 5) state supported services 6) voters registration card 7) vehicle tax registration. **If residing at the same address from last school year, this 45-day extension does not apply.**

I understand and agree to the terms listed in providing the documentation for address verification. I also understand that documentation for address verification can be requested for any reason, and will be at the discretion of Lexington/Richland School District Five.

Parent/Guardian Signature

Date