



2024-2025 Proof of Residency Requirements

Each school year, families must provide a Proof of Residency (POR) document to confirm they live within a county served by their charter. **Please complete this verification process by your student's fifth day of school** to prevent any enrollment complications.

DOCUMENT REQUIREMENTS:

- Must be something from this list. Be sure to include all pages.
 - Utility bill (must show the name of the company)
 - Current property tax receipt
 - Current mortgage/rental contract, lease or payment receipt
 - Voter registration
 - Current pay stub
 - Correspondence from a government agency
- Must be dated on or after **July 1, 2024**, or within 60 days of enrollment (whichever is later).
- The parent or guardian's name must match our records
- Must include the physical address *where the student resides* (not just a P.O. Box or mailing address)
- Must be from a county served by your school

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|---------------|---|
| Feather River | Butte, Colusa, Placer, Sacramento, Sutter, Yolo, & Yuba |
| Clarksville | Alpine, Amador, El Dorado, Placer, & Sacramento |
| Lake View | Butte, Colusa, Glenn, Lake, Mendocino, & Tehama |

To find out which county your city is in, use this handy [City-to-County Finder](#).

If you cannot provide a document/bill in your name due to being in transition or because you do not have any bills or other qualifying documents in your name, please see the [Student Residency Questionnaire](#) section below.

HELPFUL EXAMPLES:

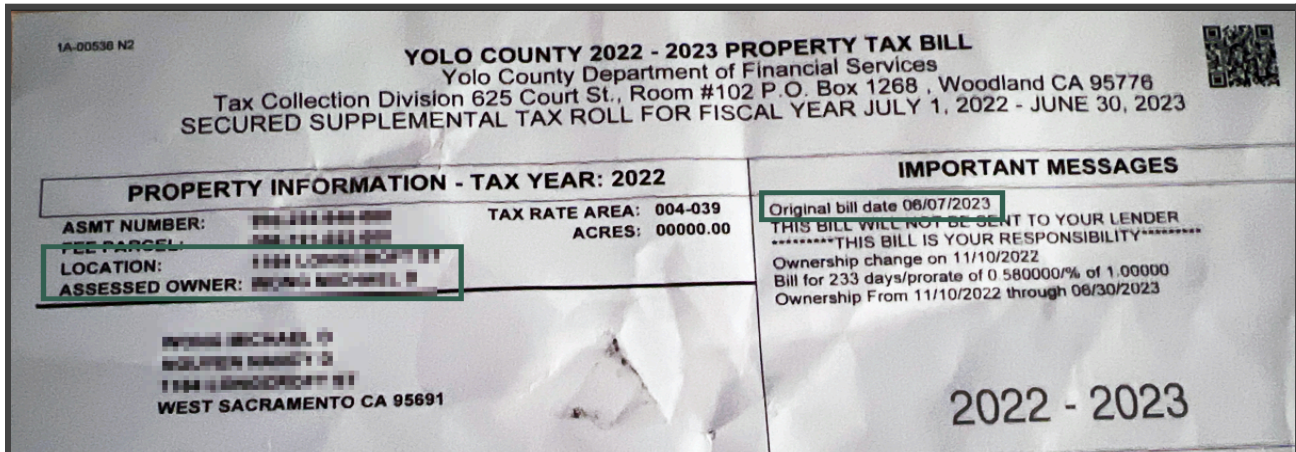
- **Utility bill** - include **all** pages

- Gas, Water, Electric, Home Phone, or Cable.
 - **Not acceptable:** Cell phone bills, disconnected utility notices, auto insurance bills, private health insurance bills, or receipts for on-call services like pest control or plumbing.



- **Current property tax receipt**

- POR date is the document date, not the date range.



- **Current mortgage/rental contract, lease, or payment receipt**

- Rental agreements must have the **signature page**. Contracts older than 60 days must be accompanied by a letter from the landlord stating the agreement is still in effect.
- The most recent signature date on the contract is the one considered valid for proof of residency.
 - The date range of the contract is not taken into consideration.
 - If the contract was signed earlier than 60 days before the start of enrollment, the family must request a signed and dated note from their landlord or property manager indicating that the contract is still in effect.



STANDARD RESIDENTIAL LEASE AGREEMENT

I. THE PARTIES. This residential lease agreement ("Agreement"), dated July 16, 2023, by and between:

LANDLORD: The Landlord is 2 individuals known as Steven Anthony and Patricia A. Moody of 10450 White Horse Rd., Dallas, California 95123, hereinafter known as the "Landlord", and

TENANT(S): 2 individuals known as Steven Anthony Moody and Patricia A. Moody, hereinafter known as the "Tenant(s)", agree to the following:

II. OCCUPANT(S). The Premises described in Section III is to be occupied strictly as a residential dwelling by the Tenant(s) and the following Five (5) Occupants to reside on the Premises in addition to the Tenant(s) mentioned above: Steven A. Moody, Patricia A. Moody, Steven A. Moody, Patricia A. Moody, and Steven A. Moody (collectively, the "Occupant(s)").

III. LEASED PREMISES. The Landlord hereby rents to the Tenant(s), subject to the terms and conditions of this Agreement, a single-family home with a property and mailing address of 10450 White Horse Rd., Dallas, California 95123, consisting of 2 bathroom(s) and 3 bedroom(s) (the "Premises"). The Landlord shall send the Tenant(s) any notices to the Premises aforesaid mailing address.

IV. PURPOSE. The Tenant(s) and any Occupant(s) may only use the Premises as a residential dwelling. It may not be used for storage, manufacturing of any type of food or product, professional service(s), or for any commercial use, unless otherwise stated in this Agreement.

V. FURNISHINGS. The Premises is not furnished.

VI. APPLIANCES. The Landlord shall provide the following appliances:

Dishwasher, Microwave, Oven, Refrigerator, Smoke Detector(s), Stove, Thermostats and Controls, all of which shall be on the Premises and functional upon the move-in date of the Tenant(s) ("Appliances and Fixtures").

Any damage caused to the Appliances and Fixtures from negligence, carelessness, accidents, or abuse shall be the responsibility of the Tenant(s).

VII. LEASE TERM. The term of this Agreement shall be a fixed-period arrangement beginning on July 16 2023 and ending on July 16 2024 ("Lease Term"). The Tenant(s) will be required to move out at the end of the Lease Term unless the Landlord and Tenant(s) authorize a renewal, extension, or separate agreement in writing.

VIII. RENT. Tenant(s) shall pay the Landlord a monthly rent of \$1,500.00 ("Rent"). The Rent will be due on the First (1st) of every month ("Rent Due Date"), and Rent shall be paid by sending payment to the Landlord's aforementioned mailing address.

The parties have agreed and duly executed this Agreement on July 16, 2023.

Landlord's Signature: Steven A. Moody
Landlord's Signature: Patricia A. Moody
Tenant's Signature: Steven A. Moody
Tenant's Signature: Patricia A. Moody

- **Current home or rental insurance bill** - include **all** pages
 - The bill date is the date considered for proof of residency.


USAA Insurance Bill
Statement Date: 08/05/2022
Total Due: \$177.24

Three-month Policy Payment Forecast

| Policy | October 1 | November 1 | December 1 |
|--------------------------|-----------|------------|------------|
| CA Auto 7105 | \$150.00 | \$150.00 | \$150.00 |
| CA Renters Insurance 002 | \$27.24 | \$27.24 | \$27.24 |

- **Voter registration**
 - Printouts from the county registrar's website are preferred. Ballots are not accepted. Voter registration cards can only be used if they are dated.
- **Correspondence from a government agency** (ie: CalWORKS, Social Security, Medi-Cal)

- The correspondence or notice date is considered proof of residency, NOT the date range of services.
- Exception: *We cannot* accept documents from the DMV.

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| STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY | CALIFORNIA DEPARTMENT OF SOCIAL SERVICES |
| Mendocino County DSS - Ukiah PO BOX 8508 UKIAH, CA 95482-8508 | COUNTY OF MENDOCINO |
| CALFRESH RECERTIFICATION APPOINTMENT LETTER | Date: 07/17/2023 Case Name: [REDACTED] Case Number: [REDACTED] Worker Name: [REDACTED] Worker ID: [REDACTED] Worker Phone Number: [REDACTED] |
| HEALTH AND HUMAN SERVICES AGENC SOCIAL SERVICES BRANCH PO BOX 8508 UKIAH, CA 95482-9814 |  UKIAH, CA 95482-5670 |

- **Current pay stub**

- Must include stub - paycheck only is not acceptable
- Statement/pay date is considered for proof of residency, NOT date range of work.

PLEASE NOTE: We cannot accept credit card statements, bank statements, or health insurance documents if they are not from a government agency.

JOTFORMS:

Once you have a document that meets the criteria listed above, please upload it to your school's POR JotForm:

- [Clarksville Charter School POR](#)
- [Feather River Charter School POR](#)
- [Lake View Charter School POR](#)

Student Residency Questionnaire

If you cannot provide a document/bill in your name due to being in transition or because you do not have any bills or other qualifying documents in your name (as is often the case for informal living/rental agreements between relatives/friends), there is a Student Residency JotForm you can fill out instead.

This option is intended to address the requirements of the McKinney-Vento, Title X, Part C of



the Elementary and Secondary Education Act.

- [Clarksville Charter School - Student Residency Questionnaire](#)
- [Feather River Charter School - Student Residency Questionnaire](#)
- [Lake View Charter School - Student Residency Questionnaire](#)

By law, our schools may only serve students who reside in a county or contiguous county served by the charter in which they are enrolled. All students must have an updated Proof of Residency (POR) document on file no later than the first five days of enrollment or risk being disenrolled. If a family moves **outside of the authorizing county or an adjacent authorizing county** for the school, the student will need to disenroll.

Families must inform the school immediately.

To view the Ed Code this policy is based on, please click [HERE](#).