



PROOF OF RESIDENCY

All new students entering the Elmsford Union Free School District must provide a completed Housing Questionnaire as well as the proper documentation to establish residency. The documents provided must always state the student's *physical* address (that is, where the student rests his/her head each night). A post office box is not an acceptable address for the purpose of determining residency.

Please carefully read the section below that pertains to your situation to determine what documents are required:

- **THE DISTRICT REQUIRES AT LEAST THREE DOCUMENTS DEMONSTRATING THAT YOU RESIDE IN THE DISTRICT. You may present more than three documents.**
- **IF YOU ARE A HOMEOWNER**, please provide (1) either a copy of your deed, most recently paid tax bill or mortgage statement, and (2) a current utility bill, fuel delivery or cable bill. The name and address on these documents must match the name and address of the parent or person in parental relation of the student being registered. *If you have just recently closed on a new home, please provide (1) your Settlement/Closing Statement or the Certificate of Occupancy or Deed, and (2) a homeowner's insurance policy or utility hook-up receipt, and (3) one additional item of proof from the list below.
- **IF YOU ARE A RENTER**, please provide (1) your signed lease agreement with the term listed, (2) a current utility, fuel delivery or cable bill (or utility hook-up receipt if you have just recently moved in), and (3) one additional item of proof from the list below.

- **IF YOU RENT WITHOUT A LEASE**, (on a month to month basis) the following must be provided: (1) a statement or affidavit from the landlord, owner or tenant from whom you lease the dwelling (a blank form will be provided) and (2) a current, fuel delivery bill or cable bill (or utility hook-up receipt) and (3) one additional piece of proof from the list below. If your utilities are included in the rent, additional documents (see list below) may be provided for consideration to establish residency.

- **IF YOU SHARE LIVING SPACE WITH A DISTRICT RESIDENT**, (ex. parent, grandparent, friend) and do not pay rent, please complete a set of **signed statements or affidavits**, which will be provided. The statements/affidavits must be completed as follows: The first is to be signed by the district resident, who must also provide proof of residency as stated above. The second is to be signed by the parent(s) or person in parental relation to the registering student, who must also provide two additional documents from the non-exhaustive list below showing the individual's address to establish residency. Please note: an official Postal Address Change confirmation is requested within 10 business days of moving into the District.

Electric Bill	Auto Insurance Card
Cable or Direct TV Bill	Payroll Record
Telephone Bill	Motor Vehicle Registration
Cellular Phone Bill	Driver's License
Bank Statement	Health Care Benefits Statement
Income Tax Return or Form	Furniture/Appliance Delivery Receipt
Voter Registration Documents	Moving Company Delivery Receipt
DSS Verification	Official Postal Address Change Form
Water/Garbage Bill	State or Government issued ID
Pay Stub	Other bills sent to the home address
Membership Documents based on residency (e.g., library card)	

Learner's Permit

Non-Driver Identification

Documents issued by Federal, State or Local Agencies (e.g. local social services agency, Federal Office of Refugee Resettlement)

Evidence of Custody of the Child (may include, but is not limited to, judicial custody orders or guardianship papers).

Please note:

- 1. While the district will accept both statements and affidavits, the District may consider sworn affidavits to be more credible than unsworn statements.***
- 2. When a currently enrolled student has a change of address within the district, residency WILL be verified again. All mail will be sent to the previous address, and transportation will not be arranged until proper proof of residency is obtained. Documents may be faxed directly to the Registrar at 914-592-4258.***

If you have any questions regarding proof of residency, please contact the Registrar at 914-592-3758. Thank you.