ANNUAL VERIFICATION OF RESIDENCY

This form must be completed each school year

Student Name

Address

Parent/Legal Guardian Name | Relation to student

Sibling(s) Name(s) | Cardiff School / Ada Harris

In order to comply with district residency requirements, the enrolling student must live with a parent/legal guardian within the district boundaries. The student must sleep at the adult's place of residence at least five (5) school days per week when school is in session. In the event a joint custody agreement exists between two parents, the student must sleep at the home of the parent residing in the District at least three (3) school days per week.
A copy of your custody agreement must be provided to the school office.

The parent/legal guardian of a student seeking to enroll or continue attendance in the Cardiff School District must present two documents from the list below as proof of residence in the district. Post office boxes do not meet residency requirements; only street addresses will be accepted. A copy of each item of verification will be retained by the Cardiff School District.

- ☐ Current SDG&E Utility Bill/Contract
- ☐ Current Water Bill or Cable Bill/Contract
- ☐ Current Telephone Bill/Contract (not cellular)
- ☐ Current Lease Agreement (must be signed by tenant & landlord, list all residents) or Rent Receipts
- ☐ Grant Deed or Property Tax Bill or Receipt (must accompany at least one current utility bill)
- ☐ Declaration of Residency Executed by the Parent/Legal Guardian of the Student
- ☐ Current Voter Registration
- ☐ Current Government Correspondence
- ☐ Current Paycheck Stub
- ☐ Current Escrow Documents

When Proof of Residency cannot be provided, a housing questionnaire may be obtained from the District Office.
If a student's residency is questionable, one or all of the following procedures may be followed in order to satisfy District requirements:

- Parent/Guardian will be required to meet with the Principal or Superintendent.
- Visitation of the student's residence to inspect living quarters.
- Observation of residence by the Superintendent or their designee.
- When all available resources have been exhausted trying to satisfy residency requirements, and a student's residency is still questionable, the District may employ legal counsel and/or a private investigator to satisfy verification of residency.

Any parent/legal guardian *of a student enrolled in the District shall notify the District prior to or within 24 hours of any change or circumstance and/or move that would affect their child's residency determination under this policy. Failure to do so shall result in disenrollment.*

I declare, under penalty of perjury, that all information provided is true and accurate.

Signature of Parent or Guardian | Date

FOR OFFICE USE ONLY

I, _____, hereby certify that I am a representative of the Cardiff School District and that the documents, or a photocopy of said documents indicated by a checkmark next to the appropriate line, have been verified, and I know of no evidence that would cause me to doubt the validity of said documents.

Signature of District Representative Verifying Documents | Date