



Welcome to the Mercer Island School District

Establishing and Verifying Residency

State law requires that a student reside within the district boundaries to be eligible for enrollment, or have been approved for an interdistrict transfer. Residency is the physical location where the student resides. For families with shared custody (i.e. divorced, separated) this is generally defined as the location where a student spends a minimum of four nights a week. A student must live within the Mercer Island District attendance boundaries and establish residency to be eligible for enrollment.

STEP ONE: ESTABLISH RESIDENCY: Per Board Policy and Procedures [3120](#), all families are required to establish Mercer Island residency prior to student enrollment.

To verify residency, parents/guardians must provide the items listed below. **All addresses on the documents must match the address of your Mercer Island School District residence. You will need to present original documents.**

Homeowners must provide:

- Homeowner's Insurance Policy Declaration, **and**
- 2 Utility Bills (2 **consecutive** utility bills from the same utility company dated within the last 3 months. Accepted utilities include water, sewer, gas, electricity, or garbage (the mailing and service address must be the residence address). **Cable, internet and phone bills are not accepted.**

Renters must provide:

- A signed, unexpired lease agreement, minimum 6 month lease, signed by both parties and proof of 2 months paid rent in the form of canceled checks or online banking, **and**
- 2 Utility Bills (2 **consecutive** utility bills from the same utility company dated within the last 3 months. Accepted utilities include water, sewer, gas, electricity, or garbage (the mailing and service address must be the residence address). **Cable, internet and phone bills are not accepted.**

Items not listed above will not be accepted as valid verification and may delay enrollment. If there is any inconsistency with the information on the provided documents, we reserve the right to request additional documentation.

If you are part of the Washington State Address Confidentiality Program, an official letter from the Address Confidentiality Program stating the attendance area school fulfills the requirement to establish residency in the Mercer Island School District. You must submit a renewed letter to the school each year.

If you are unable to provide any of the above items, you will need to contact the registrar of your school before enrolling at your school. They will work with you to create a Conditional Residency/Enrollment Agreement that will give you extra time (typically about two months) to collect the required documents.

Only one appointment is required for all students living at the same address.

New Homeowners must provide closing documents including the statutory warranty deed and settlement statement. Closing documents are not accepted to establish residency but may be used to create a Conditional Residency/Enrollment Agreement.

STEP TWO: RESIDENCY VERIFICATION: During the Enrollment Process (see Step Three), you will be required to carefully read, agree to, and sign a Residency Verification Form (3120 F2).

Misrepresentation of residency information or failure to follow through with the statements on the Residency Verification Form will result in your student's withdrawal from the District, and may result in referral to the District Attorney's office for further action.

STEP THREE: ENROLLMENT PROCESS: Once you have established your residency in the Mercer Island School District you may go to our online enrollment webpage at www.mercerislandschools.org/newfamilies. Be sure to have all of the required forms and documents listed on this page, as well as your residency documents. Visit our School Locator (eLink) webpage at www.mercerislandschools.org/mlink if you are unsure which elementary school is your neighborhood school (Mercer Island only has one middle school and one high school).