



SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT STUDENT SERVICES

398 B Street, South San Francisco, CA 94080-4423

(650) 877-8744

www.ssfusd.org

New Student

Change of Address

RESIDENCY AFFIDAVIT FOR SCHOOL ENROLLMENT

No student will be permitted to attend the schools of the South San Francisco Unified School District unless he/she resides within the area served by the school district and is able to furnish a permanent address within the district's boundaries. In the case of a minor, residence for school attendance purposes is defined as **the residence of the parent or legal guardian** (Education Code 48200, 48204).

TO BE COMPLETED BY PARENT(S)/GUARDIAN:

Student: _____ M F Birth _____ / _____ / _____ _____
(Last, First Name) Sex Date: Month Day Year Grade Y N Y N

Student: _____ M F Birth _____ / _____ / _____ _____
(Last, First Name) Sex Date: Month Day Year Grade Y N Y N

Parents/Guardian Name: _____ (Last, First Name) _____ (Last, First Name)

Address: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____

Living: Permanent Shared Residency Long Term (i.e cooperative living arrangement with family/friends)

Arrangement: Shared Residency due to specific Hardship (i.e loss of housing) Foster Youth Placement

Temporary Transitional Housing Hotel/Motel Shelter Other: _____ Duration: _____

This address listed above is my only residence. I agree to notify the SSFUSD if there is any change in the status of the residency of the person(s) listed above. I understand that home visitation and/or residency verification is part of a periodic process when residency is established by residency affidavit. Should it be determined that residence requirements are not being satisfied, the student's enrollment shall be terminated immediately, with proper notification to the parent/legal guardian. **IF THE REQUIRED PROOF IS NOT SUBMITTED BY THE DATE DUE, THE STUDENT WILL BE WITHDRAWN FROM SSFUSD UNTIL THE RESIDENCY REQUIREMENTS ARE FULFILLED.**

Signature of Parent/Legal Guardian

Date

TO BE COMPLETED BY OWNER/LEASE HOLDER/PRIMARY RESIDENT:

I, _____, declare/certify that I am the primary resident/ owner at _____,
(Owner, Lease Holder, or Primary Resident) (Street Address)
and that the above mentioned adult(s) and student(s) reside with me on a full-time basis (seven days a week year round). In the event that there are any changes in the above arrangement, I will immediately notify the school of such changes.

Signature of Owner/Lease Holder/Primary Resident

Date

DISTRICT USE ONLY:

2024-2025

2025-2026

2026-2027

School Assigned: _____ School of Residence: _____ School of Residence Full

School Assigned: _____ School of Residence: _____ School of Residence Full

McKinney-Vento

Foster Youth Placement

Unaccompanied Youth

Ryan Sebers, Director of Student Services

Date

Approval Stamp

30 Day Provisional Approval

Residency Requirements Complete

Additional proofs of mail addressed to parent/legal guardian noted above. Date Due: _____

Other Requirement(s): Owner/Lease Holder/Primary Resident Signature Other _____
 Owner/Lease Holder/Primary Resident Utility Bill (PG&E or water or garbage)

Residency Proofs (one item required)	Proof of mail received at current address in parent/guardian's name. Items required must be from different sources. (3 items required)
• Current Rental Agreement	• Statements – Bank, Phone, Insurance, credit cards, etc
• Homeowner's Current Utility Bill (PG&E, Water or Garbage)	• Notifications – Federal/State/County (IRS, medical, DMV), etc.



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RESIDENCY VERIFICATION REQUIREMENTS

If you have your own **PG&E bill** (Parent/Guardian's name on bill with current address), you may enroll directly at your local school. For local school information, please visit www.ssfusd.org or call (650) 877-8744

If you **DO NOT** have a **PG&E bill** in your name:

You must complete a **Residency Affidavit** and provide the following documents in list **A AND B** below:

- A) Current PG&E, Water, or Sanitation bill for the homeowner / renter / lease holder with signature on Affidavit
- OR -
Current Rental/Lease Agreement in Parent/Guardian's name
- B) 3 *different* sources of official mail in parent/guardian's name and current address; dated within the last 30 days. This includes, but is not limited to, the following list of items. **Mail from SSFUSD is not accepted.**
- Bank statement
 - Home phone bill
 - Cell phone bill
 - Employment check stub
 - Credit card / Department store card statement
 - Auto insurance statement
 - DMV auto registration
 - Medical/Dental notifications
 - State, County, City notifications
 - IRS, Social Security, or other Federal government notices

If you do not have 3 sources of official mail, you *may* be given a PROVISIONAL APPROVAL only, and will be required to submit the mail sources within 30 days. Failure to comply may result in the invalidation of the provisional approval and the student may be withdrawn from our district.