



SANTA MONICA • MALIBU UNIFIED SCHOOL DISTRICT
**REQUIRED PROOF OF RESIDENCY IN
 SANTA MONICA AND MALIBU CITIES**

Residents and/or parents living with another family residing in Santa Monica or Malibu must provide the following:**

Resident		Parent/Legal Guardian of Child
Resident must be present and provide: - Valid California Driver's License/Identification or a Government-issued passport		Parent/Legal Guardian must be present and provide: - Valid California Driver's License/Identification or a Government-issued passport
Property Owner	Property Renter	Resides with another family in Santa Monica or Malibu **
- Mortgage statement Or - Property tax payment receipt With - One (1) utility service contract, statement or payment receipt* And Two (2) of the following: - Another utility company service contract, statement or payment receipt - Pay check stub - Bank statement - Voter registration - Correspondence from a government agency *Utility service contract/invoices must be within the last 45 days, and shows the service address.	- Rental property contract, lease, or payment receipt (indicating whether utilities are part of rental agreement.) With - One (1) utility service contract, statement or payment receipt* And Two (2) of the following: - Another utility company service contract, statement or payment receipt - Pay check stub - Bank statement - Voter registration - Correspondence from a government agency *Utility service contract/invoices must be within the last 45 days, and shows the service address.	- Affidavit of Residency (<i>notarized document will not accepted</i>)** And - Three pieces of Current mail from three different sources (opened or unopened) containing date or postmark within the last 45 days (ex. Credit card company, doctor or insurance office, AFDC, or other government/official office) - <i>Mail must be official with parent/legal guardian name. **</i> - <i>Personal mail or Post Office Box numbers are not acceptable.</i> - <i>Only clear, legible copies of bills or mail will be accepted</i> - <i>Phone bills do not meet the utility bill requirement.</i> **If enrolling via an Affidavit of Residency, BOTH parties are required to present 2-3 pieces of business mail from different sources. * Utility service contract/invoices must be within the last 45 days, and shows the service address.

*A recent utility bill must be presented to the enrollment office within 30 days.

**If enrolling on an Affidavit of Residency, both resident and parent/guardian must be present during the Proof of Residency process.

Residency checks

Board Policy 5111 states that if any district employee reasonably believes that the parent/guardian of a student has provided false or unreliable evidence of residency, the Superintendent or designee shall make reasonable efforts to determine that the student meets residency documentation establishing residence.

Residency checks are a last option and done when other attempts to resolve residency questions have been unsuccessful. The need to verify residency is prompted in various ways that include, but are not limited to: Returned mail, high tardiness and absenteeism, reports from other parents and community members, reports from individuals who previously signed affidavits and student self-reports.

When residency is in question, parents are asked to verify residency by providing documentation that substantiates their residency. When parents are unable to provide the documentation required to verify residency, further questioning of the parent occurs. Campus Security Officers may be enlisted to do reference checks as a last resort. Typically steps include observing addresses at times when students are likely home such as early in the morning, observing to see if they are coming and going. If inconclusive, they will attempt to contact the family by knocking on doors. Campus Security Officers identify themselves as employees of the District, state their purpose and provide a business card. If the Security Officer is successful at reaching parents at the residence, they will either ask to see the children or ask to see evidence that the child lives at the residence. Evidence may include checking sleeping quarters and seeing the presence of clothing appropriate for school-age children. Parents must give approval for this check and accompany the Security Officer every step.

Families have an obligation to inform the school when they change residence. This provides the best opportunity to explore options for maintaining enrollment.