ROSS VALLEY SCHOOL DISTRICT
VERIFICATION OF RESIDENCY

California law requires all students to attend the school district in which their parents/guardians reside unless a specific statutory exception applies. (Education Code 48200, et seq.) In California, a person may have only one primary residence and residency is defined as the location where a person lives/sleeps/domiciles. The Ross Valley School District ("District") is required to take appropriate steps to ensure that students attending its schools satisfy the applicable residency laws.

Verification of Residency (including proof and declaration of residency) must be completed, signed, and submitted with the documentation demonstrating residency within the District boundaries as required by Board Policy and Administrative Regulation 5111.1 – District Residency.

Verification of Residency consists of two parts.

Part I – Proof of Residency: the parent/guardian or caregiver provides documentation of student's and the parent's/guardian's or caregiver's residency at the time of registration, within 10 calendar days of change of residency, and if residency is in question.

Part II – Declaration of Residency: the parent/guardian or caregiver verifies under penalty of perjury that all information and documentation provided in the verification of residency process is true and accurate and is provided at the time of registration, within 10 calendar days of change of residency, and annually.

PART I - PROOF OF RESIDENCY

Documentation of residency must be provided from both categories below (1 from Category I and 1 from Category II). Each document must show the name and residency address (not a PO Box) of the parent/guardian or caregiver within the district. California Education Code 48204.1 allows and Ross Valley School District has determined these to be acceptable documentation.

Category I – One Proof Required	Category II – One Proof Required
• Deed • Most recent mortgage statement • Property tax bill dated within the past year. • Fully executed lease/rental agreement. The lease/rental agreement must show the rental address and include the lessor/lessee names and signatures. • Fully executed expired lease, lease extension or month-to-month lease (when accompanied by original lease), with verification of most recent rental/lease payment. Handwritten and/or sub-lease is only accepted with a jurat notarized Landlord/Lessor Supplemental Affidavit* along with proof of payment.	Complete statement, all pages, dated within the last 45 days. Online documentation is accepted as long as it fulfills the requirement of a complete statement (all pages). Utility set-up and 15 day notice letters are acceptable proofs of residency if statement or payment receipt is submitted within 30 days of residency verification. • PG&E • Marin Municipal Water District • Refuse agency that service residences within district • Residential cable/internet/satellite, or • Landline telephone (cell and long-distance service not accepted). If you do not have documentation from this category because you sub-lease and/or live with another individual(s), you are required to submit a Landlord/Lessor Affidavit*. In addition, the individual(s) you live with must provide 1 proof of residency from this category.

*Contact school/district office for Landlord/Lessor Supplemental Affidavit.

ROSS VALLEY SCHOOL DISTRICT
VERIFICATION OF RESIDENCY

STUDENT AND PARENT/GUARDIAN OR CAREGIVER INFORMATION

Please provide the names of all Ross Valley School District students.		
Student's Last Name	**Student's First Name**	**Grade / School**

Parent(s)/Guardian(s): _____

Address: _____

City: _____ Phone: _____

PART II – DECLARATION OF RESIDENCY

I have reviewed and understand each of the following (check each box):

☐ a. California Education Code (Section 48200) and District Administrative Regulation 5111.1 require that a student be enrolled in and attend the school that is within the district in which the student's parents/guardians reside unless a specific statutory exception applies.

☐ b. It is my obligation to notify the District/School within 10 calendar days when residency of myself or my student has changed, either within or outside the District.

☐ c. Home visitation and/or other residency verification is part of a periodic process to confirm current residency status.

☐ d. The District will actively investigate all cases where it has reason to believe that residency status has changed and/or false information has been provided, including home visits as well as the use of private investigators and/or other outside individuals or agencies to perform or assist in conducting residency verification. Any employee or contractor engaged in the investigation shall truthfully identify himself/herself as an investigator to individuals contacted or interviewed during the course of the investigation. The investigation shall not include the surreptitious collection of photographic or videographic images of persons or places subject to investigation. However, the use of technology is not prohibited if done in open and public view.

☐ e. The District may pursue cases in which false information has been provided.

☐ f. Evidence that reveals a student does not reside within the district may result in disenrollment from school/the district.

AFFIRM AND ATTEST

I declare (or swear/certify) under penalty of perjury of the laws of the State of California that I have reviewed the District's Board Policy and Administrative Regulation 5111.1 – District Residency and that the preceding is true and accurate and that any and all copies of documents submitted to verify my residency are true and accurate copies of the original documents, and that any and all documents submitted have not been altered.

_____ _____

Signature of Parent(s)/Guardian(s) Date

_____ _____

Signature of Office Staff Date