Carroll County Public Schools

125 N. Court Street | Westminster, MD 21157

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Building the Future
Cynthia McCabe, Ed.D.
Superintendent

CCPS RESIDENCE VERIFICATION STATEMENT

Student Name: _____ ***Date of Birth:*** _____ ***School:*** _____

Parent / Legal Guardian Name: _____

Address: _____

I, Parent / Legal Guardian, verify that my child and I reside at the address listed above on a full-time basis.

_____ _____
Parent /Legal Guardian Signature *Date*

Name of Carroll County Resident With Whom Family Resides: _____

I verify that the parent and student listed above resides with me on a full-time basis at the address listed above.

_____ _____
Resident Signature *Date*

Attach one of the following as proof of legal residence in Carroll County:

- **a signed lease/rental agreement on a home/apartment in which the parent/legal guardian is currently residing**
- **a current rent receipt***
- **a recent bill for a service delivered to the residence,* including a turn on notice or welcome letter (e.g.; BGE, land-line phone, cable, oil, water)***
- **a mortgage statement / bill ***
- **a signed settlement document**
- **a deed (must show parent/legal guardian's name, house number and street name – plat information is not acceptable)**
- **a property tax bill from the current fiscal year indicating "primary residence"**
- **signed Residence Verification Statement accompanied by an acceptable proof of residence for the owner/lessee of the property**
- **a signed contract on a home being built in Carroll County for families with approved non-resident or out-of-district status (an acceptable proof of residence must be provided as soon as the family moves into the county or the district).**
- **other (with prior Pupil Personnel Worker approval – *Only*)**

***Date on document must be within 60 days of enrollment**

We (the parent(s)/guardian(s)/eligible student and the person with whom we live) have been informed of the residency requirements of Carroll County Public Schools. We are also aware that providing false information regarding residency can result in immediate withdrawal of the student from Carroll County Public Schools, a charge of back tuition owed to Carroll County Public Schools, and a referral to the Office of the State's Attorney for investigation and possible prosecution for felony theft.

I/we solemnly affirm under the penalties of perjury and upon personal knowledge that the contents of this paper are true.

_____ _____
Parent / Legal Guardian Signature *Date*

_____ _____
Signature of Person Owning, Renting or Leasing the Site of Residency *Date*

Revised 12/25