



Student Residency Verification Exception Form

This form is to be completed when a student's family is unable to provide the standard required address verification (e.g., property tax statement, lease agreement) for enrollment in Duluth Public Schools. Completion of this document requires a sworn statement from the parent/guardian and approval and assumption of responsibility by the School Principal.

This form is utilized in compliance with **Minnesota Statute 120A.22, Subdivision 3(e)**, which grants the school district the authority to address residency concerns and request documentary evidence to confirm that a student meets the residency requirements for enrollment.

Student and School Information

- **Student's Full Name:**

- **Date of Birth:**

- **School of**

Attendance: _____

Parent/Guardian Statement Regarding Residency

I, the undersigned parent/guardian, swear that the student listed above resides at the following address, which falls within the attendance boundary of the school listed above:

Student's Primary Residence Address (Street, City, State, Zip):

Please provide a detailed explanation of the reason(s) why standard address verification documentation (e.g., property tax statement, lease agreement) cannot be submitted. This section must be completed in its entirety:

I hereby swear and affirm, under penalty of perjury, that the information provided herein is true and accurate, and that the student currently resides at the aforementioned address. I acknowledge and understand that the falsification of residency information for the purpose of enrollment constitutes grounds for the immediate withdrawal of the student from the school and may subject me to further legal action by Duluth Public Schools, as permitted under Minnesota Statute 120A.22, Subdivision 3(e).

Should the district possess reasonable doubt regarding a student's adherence to the residency requirements, a formal written statement will be furnished to the family, detailing the factual basis for this belief. The family will be afforded an opportunity to present supplementary evidence of residency. Subsequently, a conclusive determination regarding the student's residency status will be rendered.

Please note - Parents/guardians are required to inform the school district within three (3) calendar days of any changes in their residency. Proof of new residency must be submitted concurrently with the notification. A review of the student's enrollment status may necessitate a change in school assignment or require adherence to the district's open enrollment/transfer policies.

Parent/Guardian Signature: _____

Printed Name: _____

Date: _____

Principal Verification and Acceptance of Responsibility

I, the undersigned Principal, have examined the Parent/Guardian's statement and explanation of circumstances. Based upon the information furnished, I concur with the assertion that the student resides within the school boundaries specified on the initial page of this document.

By signing below, I affirm that I take responsibility for the address verification of this student.

Principal Signature: _____

Printed Name: _____

Date: _____

Please submit this completed form and all required documentation to the Duluth Public Schools Enrollment Center at enroll@isd709.org for **NEW** enrollments. For **EXISTING** student address changes please submit this form to census@isd709.org.