

Student Residence Verification
[ISBA Code: 4010]

"Residence" for purposes of this policy means the place where an individual has his or her principal and permanent home, at which he or she remains when not called elsewhere for labor, studies, or other temporary purposes. It is the place a person has voluntarily fixed as a permanent habitation for himself or herself with the intent to remain in such place for an indefinite period.

The residence of an unemancipated student follows the parents or a legal guardian who has actual custody of such student. In the event of divorce or separation, the custodial parent's residence determines the student's status unless a court order or written agreement provides otherwise.

If an unemancipated student moves independent of his or her parents, the student shall be considered an Indiana resident upon the basis of a legally appointed guardian's Indiana residence if the student is living with the guardian.

Proof of Indiana residency must be filed at the time of enrollment for every student who is counted for membership purposes and maintained by the school corporation in the student's file.

The following documents will be considered relevant in evaluating whether a student is a resident of the state of Indiana.

- Bank statements – dated within the last four (4) weeks.
- Utility bills – dated within the last four (4) weeks.
- Current property tax statement.
- Current mortgage statement or lease/rental agreement.
- Voter registration card – Parent or student, if applicable.
- Federal or state income tax returns – most recent tax year.
- Medical bill – dated within the last 30 days.
- Student's tax returns - when emancipation is claimed.
- Letter from verified social services agencies – dated within the last 30 days

At the beginning of the school year, the parents of each student must verify the student's Indiana residency without providing documentation if the residence has not changed. If the residence has changed, parents will be required to provide the appropriate documentation verifying residence within the state of Indiana.

The Superintendent may develop administrative guidelines to implement this policy at the building level.

Board Adopted: May 11, 2026