

DEER CREEK SCHOOLS RETURNING STUDENT RESIDENCY VERIFICATION FORM



Complete this form and submit all required documents.

Enrollment must be verified before a student receives a schedule or is assigned to classes.

Returning students with an address change must provide a new settlement statement or lease and a current utility bill. Expired leases require a renewed lease or signed amendment. *All lease documents must be signed by all parties.* Families in a co-residency arrangement must complete the separate [Co-Residency affidavit process](#) and fulfill all associated requirements.

I am the ☐ Parent; ☐ Lawful Guardian; or ☐ Person having legal custody of the following student(s) who reside within the boundaries of the Deer Creek School District:

Student(s) Name(s) – Please Print	Grade	School Site
_____	_____	_____
_____	_____	_____
_____	_____	_____

My principal residence is located within the legal boundaries of the Deer Creek School District and I am currently living in and occupying said residence, which is located at:

Address: _____

City: _____ County: _____ Zip: _____

Neighborhood or Apartment Complex: _____

Own or Lease? _____ If Lease, Expiration Date: _____

AND

I have provided the following original documentation for verification: **ONE original utility bill reflecting services provided in July, or August** (must be addressed to the student's guardian(s) at the address on record within Deer Creek boundaries):

☐ Gas Bill

☐ Oklahoma City Utility Bill

☐ Edmond Utility Bill

☐ Electric Bill

CUTOFF NOTICES NOT ACCEPTED

☐ Deer Creek Water Corp. Bill

Service Month of Submitted Bill _____

AND, if applicable:

☐ I moved since last summer and I am providing the required, fully-executed copy of:

☐ My Updated/Current Lease Agreement-**Must be valid for the first 45 days of school** ☐ My Settlement Statement or Warranty Deed

I hereby give Deer Creek School District's designated representative my permission to verify any and all information contained in this enrollment verification form and its related documents and understand that any false information or misrepresentation contained herein shall automatically terminate this student's enrollment and attendance at Deer Creek School District.

By digitally signing my name below, I am electronically signing my Affidavit of Residency.

Signature of Parent or Legal Guardian: _____ Date: _____

Phone: _____ Email: _____

STEPS FOR VERIFYING RESIDENCY

- 1) Complete and sign this form, and save to your email device
- 2) Open a new email
- 3) In the SUBJECT line, add the **First and Last Name of your YOUNGEST child currently enrolled in Deer Creek Schools**
- 4) Attach the following to the email:
 - *This completed/signed Residency Form
 - *A copy of your **original** utility bill showing the service dates in **JULY OR AUGUST, 2026** & the "mailed to" name/address
 - *Your new/updated lease (if expired) or settlement statement/warranty deed (if you've moved since last verification)
- 5) Send the email to the school of your **YOUNGEST** child (the email addresses are listed below--questions can be sent, as well)

EMAIL SCHOOLS:

HSAttendance@dcsok.org

MSAttendance@dcsok.org

CCAttendance@dcsok.org

ISAttendance@dcsok.org

ESAttendance@dcsok.org

GVAttendance@dcsok.org

KRAAttendance@dcsok.org

PVAttendance@dcsok.org

RUAttendance@dcsok.org

SCAttendance@dcsok.org

OFFICE USE ONLY

Date Received: _____

Approved for Enrollment this Date: _____

Designated Authority Signature: _____

Student Moved; Requires Change of School _____