

Family Center Registration 2026-2027 updates

Previous Registration Practice	New Revised Requirements/Process
<p><u>Proof of Residency (POR) - Expired Lease:</u> Expired leases could be accepted with a current utility bill or other current bill.</p>	<p>Expired leases will no longer be accepted as proof of residency.</p> <p>If the parent/guardian does not have a current lease, a Landlord Affidavit and two required proofs of residency must be provided.</p> <ul style="list-style-type: none"> • At least one bill or statement must be in the name of the individual who signed the Landlord Affidavit. • The second bill or statement must be in the name of the parent/guardian registering the student. • All documents must meet the district's current proof-of-residency requirements.
<p><u>Proof of Residency - 30 Days Grace Period for PORs:</u> Families with a current lease could register and then they have 30 days to submit two utility bills to the school..</p>	<p>No 30-Day Grace Period for schools to acquire utility bills: A current lease and proof that utility accounts have been established at the new address are required at the time of registration.</p> <p>If utilities are included in the lease, the parent/guardian must provide two current non-utility statements or documents showing the parent/guardian's name and the new address as proof of residency.</p> <p>Registration documentation must be provided at the time of registration; there is no 30-day grace period to submit the required residency documents.</p>
<p><u>Proof of Residency - Age of Utility Bills:</u> Supporting utility bills were generally required to cover a minimum of 90 days.</p>	<p>Accept only current utility bills within 30 days.</p>
<p><u>Proof of Residency - Home Visits:</u> A home visit could serve as residency verification when standard documentation is unavailable.</p>	<p><u>Home Visit/Residency Verification:</u> Family Reps conduct home visits for newly enrolled students only to finalize registration. Before a home visit can be conducted, the parent/guardian must provide at least two acceptable, current proofs of residency. The home visit may replace the lease or residency affidavit requirement, but it does not replace the requirement to provide two current proofs of residency. The home visit serves as additional verification of the student's residence.</p>

<p>A student could be registered by the adult with whom the student was residing, without documentation establishing the adult's legal guardianship or authorization from the parent/guardian.</p>	<p>Guardianship/Caregiver Documentation: When a student is being registered by someone other than the parent or legal guardian, appropriate documentation will be required. Acceptable documentation may include:</p> <ul style="list-style-type: none"> • A court order establishing legal guardianship; • A guardianship document/letter; or • A notarized letter from the parent or legal guardian authorizing the caregiver or family member to register the child. <p>The appropriate documentation must be submitted along with the student's birth certificate.</p>
<p>A student's passport could be accepted in place of a student's birth certificate as part of the registration documentation.</p>	<p>A student's birth certificate is required for registration. A passport will no longer be accepted as a substitute for the birth certificate.</p>