

Proof of Residency

Please See Back for More Information

Anyone seeking to enroll a student:

- ❑ Must present a certified or registered birth certificate for the student
- ❑ Must present proof of residency within the District by providing the required number of documents from **BOTH** of the following:

Category 1: Must Have 1

- ❑ Most recent property tax bill and proof of payment, e.g. cancelled check or Form 1098 (homeowners)
- ❑ Mortgage papers (homeowners)
- ❑ Signed and dated lease and proof of last month's payments, e.g. cancelled check or receipts (renters)
- ❑ Letter from manager and proof of last month's payment, e.g. cancelled check or receipt (mobile home park residents)
- ❑ Letter of residence from landlord in lieu of lease
- ❑ Letter of residence to be used when the person seeking to enroll a student is living with a District resident

****AND****

Category 2: Must Have 1 document showing proper address

- ❑ Driver's license
- ❑ Vehicle registration
- ❑ Voter registration card
- ❑ Most recent cable TV and/or credit card bill
- ❑ Current homeowners/renters insurance policy and premium payment receipt
- ❑ Most recent gas, electric, and/or water bill
- ❑ Mail received at new residences

Military Personnel Enrolling a Student for the First Time in the District

Must provide one of the following within 60 days after the date of student's initial enrollment:

- ☐ Postmarked mail addressed to military personnel
- ☐ Lease agreement for occupancy
- ☐ Proof of ownership of residence

Anyone with a Custody Order Seeking to Enroll a Student

Presents court order, agreement, judgment, or decree that awards or gives custody of the student to any person (including divorce decrees awarding custody to one or both parents)

Non-Parent Seeking to Enroll a Student:

Must complete and sign *Evidence of Non-Parent's Custody, Control, and Responsibility of a Student Form*

IMPORTANT

The School District reserves the right to evaluate the evidence presented, and merely presenting the items listed in this Procedure does not guarantee admission.

WARNING

If a student is determined to be a nonresident of the District for whom tuition must be charged, the persons enrolling the student are liable for non-resident tuition from the date the student began attending a District school as a non-resident.

A person who knowingly enrolls or attempts to enroll in this School District on a tuition-free basis a student known by that person to be a nonresident of the District is guilty of a Class C misdemeanor, except in very limited situations as defined in State law.

A person who knowingly or willfully presents to the school district any false information regarding the residency of a student for the purpose of enabling that student to attend any school in that district without the payment of a nonresident tuition charge is guilty of a Class C misdemeanor.