

Proof of address/residency documents must contain the **parent/guardian name, current address, and full date (the date should be current within 60 days)**. Parents/guardians must document residency by providing Van Buren Local District Schools with one of the following utility bills:

1. Electric
2. Gas
3. Water
4. Sewer
5. Cable/Internet
6. Monthly mortgage statement
7. Lease/rental agreement (the entire document including the signatures of both parties) **AND** one form of address proof (i.e. pay stub, bank statement, insurance statement, car payment statement, etc.). **Note:** A lease/rental agreement by itself **IS NOT SUFFICIENT** address proof; it **MUST** be accompanied by another form of address proof.

If the student's parent/guardian has no utilities in his/her name, then the parent/guardian must provide the following:

1. A signed and notarized statement from the person (i.e. third party) with whom the parent/guardian and the student live or from whom they rent that confirms they reside at the address. This letter must be from the third party, not the parent/guardian.
2. A copy of a current utility bill in the name of that third party, **AND**
3. A copy of a piece of current business type mail in the name of the parent/guardian.
 - a. Business mail would include things such as pay stubs, car notes, car insurance, monthly bank statements, and/or official documents from a government agency. It **MUST** be a business with which the parent/guardian is currently doing regular business.
 - b. **NO** credit card solicitations or service set-up work orders and **NOTHING HAND WRITTEN**.

Acceptance and registration will not be considered complete until these proof of residency requirements have been adequately fulfilled and received by the school.