



RESIDENCY REGISTRATION AND DOCUMENTATION CHECKLIST

To Be Completed By Parent, Guardian or Other Adult Annually

Name of Student: _____ Grade _____

(A SEPARATE FORM IS REQUIRED FOR EACH PUPIL)

Name of Parent, Guardian, or Other Adult: _____

Parent/Guardian/Other Adult Address: _____

(A P.O. Box number is not acceptable for an address)

I hereby certify that the information given above on this form is a true and correct statement of my legal residence. Should my legal residence change while the above listed student is enrolled in the above cited school district, I will promptly notify the appropriate officials of this school district. Further, I understand that a pupil is not legally enrolled until this form is completed and signed by the parent, guardian, or other adult with whom the student may be living. I understand that a pupil admitted under false information is not legally enrolled and is subject to penalty.

Signature of Parent, Guardian or Other Adult _____ Date _____ Telephone # (cell and landline) _____

TO BE COMPLETED BY THE SCHOOL DISTRICT

Check one in each group to establish residency:

Group I

- a. Filed Homestead Exemption Application Form
b. Mortgage Documents or Property Deed
c. Apartment or Home Lease/Rental Agreement

Group II

- a. Current Utility Bill (dated within thirty days of enrollment). Acceptable bills: electricity, gas, landline telephone, cable TV or Dish TV. A driver's license, water bill or voter identification are not acceptable as proof of residency.

Group III / Affidavits

- a. Student is living with legal guardian and a certified copy of the Court Decree (or petition), if pending, was received declaring the district resident to be the legal guardian of the student and further declaring that the guardianship was formed for a purpose other than establishing residency for school district attendance purposes.
b. Custodial parent(s) residing with an adult in a home not owned or rented by the custodial parent(s) will present documents to show legal custody. The non-custodial adult in the home must prove residency through Group I and Group II (above) and sign the affidavit. In addition, the custodial parent(s) will present three of the items below.
Doctor's or dentist's bill, Automobile license receipt, Hospital bill, Insurance policy, Salary check stub, Bank statement, Credit card statement, Cell phone bill, State or Federal benefit check, IRS Documentation

Date _____

SCHOOL DISTRICT REPRESENTATIVE