_____ School
Proof of Residency Procedures

To be enrolled in _____ School, families must present TWO forms of documentation showing that their primary residence (the house in which they live) lies within the school boundaries. We may ask families to periodically update their residency in order to keep our records current. The following documents may be used in determining residency:

All applicants must submit at least one document from Column A and one document from Column B OR two documents from Column B.

Column A	Column B
Documents must include parent or legal guardian's name (custodial parent or parent student lives with most in cases of divorce), and physical address.	
•Rental/Lease Agreement •Purchase/Escrow Agreement •If you are living with another family, or you cannot provide either of the above: (1) provide a notarized statement from the person you are living with stating that you *and* your child(ren) live there, the address, and for what period of time, **AND** (2) a document showing that the person you are living with resides within district and school boundaries (see acceptable documents above); **AND** (3) one or more items from Column B showing you live at the location. *If the situation is temporary, once you have moved into your own home, you will need to bring in proof of residency for your new home.*	**Dated within the past 60 days:** • Utility bill (gas, electric, home telephone, cable, etc.) • Letter from approved government agency (assisted housing, food stamps, unemployment payment) • Payroll stub • Bank or credit card statement • Valid driver's license • Current vehicle registration or insurance • Valid Utah photo identification card • Medical billing or insurance information **Dated within the past year:** •W-2 form • Property tax bill

The following **do not** establish residency:
- Powers of Attorney
- Letters from friends or relatives
- Property owned in school district boundaries
- P.O. Box in school district boundaries

Student's Name: _____ Date: _____

Parent/Guardian Names: _____

Address of Parent/Guardian: _____

_____

*If the student has a sibling currently attending this school for which Proof of Residency has already been presented, school staff **may** consider the prior documentation to be sufficient for this student.*

Name of sibling currently attending this school: _____

Grade of sibling _____

School staff must verify and make notation below

This proof of residency procedure does not apply to homeless students. If you believe your family fits this exception, please ask school personnel for a Student Information Questionnaire

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To be completed by school personnel

Type of document showing residency	Date on Document
1.	
2.	
3.	

School Staff Signature: _____

Date: _____