



HOST FORM FOR VERIFICATION OF RESIDENCY
2019-2020 School Year

A person seeking to enroll a student should use this form as evidence of residency when residency is shared with another family within the district. Parent/Guardian will also be required to complete Verification of Residency form and provide three (3) bills/statements documenting parent/guardian name and address. Return this completed form, along with host's residency documentation, to the school office. The School District reserves the right to evaluate the evidence presented; completing this form does not guarantee admission.

Step 1: To be completed and signed by the parent/guardian

Form fields for Step 1: Student's Name, School, Parent/Guardian, Phone Number, Address, City, State/Zip Code

I certify that we are living at the address above with the host named below.

Signature of Parent/Guardian, Date

Step 2: To be completed and signed by the individual responsible for the residence

Name of the individual who is responsible for residence, Phone Number

I am responsible for this residency by: ownership, lease, or other

Total number of: Persons living at this residence, Rooms in residence, Bedrooms

State the reasons for this living arrangement, including your relationship to the individual enrolling the child:

Blank line for reasons for living arrangement

I certify that this information is true and that the individuals named above are living in my residence.

Signature of the individual who is responsible for the residence, Date

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.

OVER

Student(s) Name(s) \_\_\_\_\_

**Step 3: To be completed by the individual responsible for the residence**

You must provide documentation showing you **live at** the address listed above. If you have already proven residency for your own student for the 2019-2020 school year, please indicate your student's name and school below. If you have not proven residency for this school year, you will need to provide documentation as outlined below.

I have proven residency for my student(s): \_\_\_\_\_  
who attend(s): \_\_\_\_\_ for the 2019-2020 school year.

Please provide a copy of all four (4) of the following documents. All documents must be current and show your name and address. You should black out account and social security numbers on the documents.

You **must** provide one (1) document from Category A **and** three (3) documents from Category B. One document must be a utility bill or have been received via US mail.

**Category A – One (1) document required**

**Category B – Three (3) documents required**

<ul style="list-style-type: none"><li>• Real estate tax bill</li><li>• Mortgage document or closing statement</li><li>• Signed, dated lease <b>with proof of 2 rent payments*</b></li><li>• Notarized Renter's Form or letter from landlord <b>with proof of 2 rent payments*</b></li><li>• Military housing letter</li></ul> <p><small>*Landlord's signature on hand-written receipts must be notarized.</small></p>	<ul style="list-style-type: none"><li>• Gas bill</li><li>• Electric bill</li><li>• Water/Sewer bill</li><li>• Phone bill</li><li>• Insurance bill</li><li>• Vehicle registration</li></ul>	<ul style="list-style-type: none"><li>• Cable bill</li><li>• Bank statement</li><li>• Credit card statement</li><li>• City sticker receipt</li><li>• Other approved bill</li><li>• Driver's license/State ID</li></ul>
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**Please note that students will not be allowed to begin school without the required verification of residency. The district has the authority to conduct a home visit and/or require additional documentation to verify residency.**

<u>Office Use Only</u>	
Document Received	Date on Document
Cat A _____	_____
Cat B _____	_____
Cat B _____	_____
Cat B _____	_____
Renter's proof of rent payment: Month 1 _____ Month 2 _____	
<input type="checkbox"/> I have verified that host has proven residency for the 2019-2020 school year for his/her own student at _____.	
Documents verified by: _____	