



# EDUCATE. SERVE. INSPIRE.

Providing high-quality education in a safe, healthy environment and developing responsible citizens who become productive members of society.

## RESIDENCY REGISTRATION CHECKLIST

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Name(s) of Parent or Legal Guardian: \_\_\_\_\_

List any other adult with whom the child lives: \_\_\_\_\_

Parent/Guardian Physical Address: \_\_\_\_\_

**PO Box is not acceptable for a physical address.**

I hereby certify that the information given 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 the 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 adults 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

\_\_\_\_\_  
Phone Number

### To Be Completed by a District Representative

*District representative will initial each section and check proper items used for residency registration.*

\_\_\_\_ Section A: Current documented proof of residency by Parent/Guardian/Other Adult for Student

**Each student must submit one document for each of the following categories.**

Category 1: Current Driver's License or Government Issued ID (Used for IDENTIFICATION PURPOSES ONLY)

Category 2: Utility Bill OR Lee County Automobile Registration Receipt

*Utility bills must be from the approved list below and dated WITHIN THIRTY (30) days of registration and Automobile Registration must have a CURRENT/VALID date. Bills submitted must show the physical address to be accepted as valid proofs.*

- |   |                                     |  |                                      |  |
|---|-------------------------------------|--|--------------------------------------|--|
| <input type="checkbox"/> Electricity Bill                               | <input type="checkbox"/> Water Bill | <input type="checkbox"/> Gas Bill            | <input type="checkbox"/> Solid Waste | <input type="checkbox"/> Home Phone Bill |
| <input type="checkbox"/> Cell Phone Bill (2 or more consecutive months) | <input type="checkbox"/> Cable Bill | <input type="checkbox"/> Internet/Fiber Bill |                                      |  |

Category 3: Mortgage, Deed, or Lease

- Mortgage Documents
- Property Deed, filed Homestead Exemption Application Form, or Property Tax Receipt
- Apartment/Home Lease Agreement (with length of lease included: MUST SHOW BEGINNING and END DATES)
- Copy of Apartment/Home Lease Agreement stating that utilities are included in lease payment (if applicable—counts as 2 proofs)

\_\_\_\_ Section B: 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.

\_\_\_\_ Section C. Student is living with **an adult other than parent or legal guardian** and the adult has provided a sworn affidavit stating his/her relationship to the student and that the student will be living in his/her home full time and fully explaining the reasons (other than school attendance zone or district preference) for this arrangement and the School Board or its designee has made the necessary factual determination under II.1(c) (2) of the State Residency Verification Procedures.

\_\_\_\_\_  
Signature of School Representative

\_\_\_\_\_  
Date