

## **PROOF OF RESIDENCY**

Detailed proof of residency provided by a parent/guardian or adult student is required by Clay County District Schools. Follow the requirements below that best describe your living situation.

If you are a **HOMEOWNER**, you **MUST** provide the following **three** documents:

- Current mortgage/HUD statement (dated within 30 days) or deed, with all required signatures
- One current utility bill dated within 30 days (An activation notice accepted for new service.)
- Driver's license/Photo ID card

**AND**

You **MUST** provide **one** additional document showing current address from the list below (**two** additional if DL address is not enrollment address):

- |  |  |
|--|--|
| <input type="checkbox"/> Homeowners insurance policy | <input type="checkbox"/> Vehicle registration  |
| <input type="checkbox"/> Medical insurance statement | <input type="checkbox"/> Paycheck stub         |
| <input type="checkbox"/> Property tax record         | <input type="checkbox"/> Credit card statement |
| <input type="checkbox"/> Termite bond                |  |

If you are a **RENTER**, you **MUST** provide the following **three** documents:

- Current lease (updated annually) with the names of everyone living in the household listed on the lease. Lease must have both tenant and landlord/property manager's signature and contact information. If the lease is month to month, a letter from the landlord/owner/property manager is required.
- One current utility bill dated within 30 days (An activation notice accepted for new service.)
- Driver's license/Photo ID card

**AND**

You **MUST** provide **one** additional document showing current address from the list below (**two** additional if DL address is not enrollment address):

- |  |  |
|--|--|
| <input type="checkbox"/> Renters insurance policy    | <input type="checkbox"/> Paycheck stub         |
| <input type="checkbox"/> Medical insurance statement | <input type="checkbox"/> Credit card statement |
| <input type="checkbox"/> Vehicle registration        |  |

If you are **LIVING WITH A HOMEOWNER**, the *homeowner* **MUST** provide the following **four** documents:

- Current mortgage/HUD statement (dated within 30 days) or deed, with all required signatures
- One current utility bill dated within 30 days (An activation notice accepted for new service.)
- Homeowner's Acknowledgement form*
- Driver's license/Photo ID card

**AND**

You **MUST** provide:

- Declaration of Domicile
- Driver's license/Photo ID card

You **MUST** provide **one** additional document showing current address from the list below (**two** additional if DL address is not enrollment address):

- |   |   |
|---|---|
| <input type="checkbox"/> Bank statement       | <input type="checkbox"/> Vehicle registration |
| <input type="checkbox"/> Cell phone statement | <input type="checkbox"/> Paycheck stub        |

If you are **LIVING WITH A RENTER**, the *renter* **MUST** complete:

- Notarized *Homeowner's Acknowledgement* form

**AND**

The renter **MUST** provide the following **three** documents:

- Current lease
- One current utility bill dated within 30 days (An activation notice accepted for new service.)
- Driver's license/ Photo ID card

**AND**

*You* **MUST** provide:

- Declaration of Domicile
- Driver's license/Photo ID card

*You* **MUST** provide **one** additional document showing current address from the list below (**two** additional if DL address is not enrollment address):

- Bank statement
- Cell phone statement
- Vehicle registration
- Paycheck stub
- Credit card statement

**Verifying Residence for the District:**

All addresses and changes of address are subject to verification. All student residence addresses and all documents submitted for verification are subject to validation by district staff. Students who are suspected of residing outside of Clay County or in an attendance zone not designated for that student—unless having an approved SPR or approved Controlled Open Enrollment assignment – will be reported to the district for residency verification.

The district has the authority to verify enrollment information provided by the parent and to reassign a student based upon the investigative determination. A student who is found to be attending an out-of-zone school as the result of giving false or misleading information at registration, shall immediately be transferred to the appropriate school OR withdrawn and referred to the county of legal residence. Any disagreement regarding the investigative finding(s) will be reviewed by the Superintendent or his/her designee.

Parent(s) residing in Clay County or in another district requesting their child live with someone other than the parent/guardian must show documented evidence of physical, mental, or financial infirmity which, by ordinary and reasonable standards, precludes the parent from actually caring for the student. If not, that person must have guardianship of the student(s).