



**Park City School District
Proof of Residency Requirement Form**

Student's Name: _____ Grade: _____ School: _____

Home Address: _____

Mailing Address: _____

Name of parent/legal guardian with whom student resides: _____

Parent/Legal Guardian's Signature: _____ Date: _____

<p>Submit this form <u>AND</u> at least ONE requirement from Column A -or- TWO documents from Column B to each child's school.</p>	
<p>Column A</p>	<p>Column B</p>
<p>All documents MUST INCLUDE the physical home address (not a PO Box) AND the parent or legal guardian's name (birth parent, custodial parent or parent student lives with most in cases of divorce; legal guardians must be court-appointed)</p>	
<ul style="list-style-type: none"> • Most recent Mortgage Statement <u>AND</u> record of most recent mortgage payment • Current Rental/Lease Agreement <u>AND</u> record of most recent rent payment • If renting "month-to-month" or lack a written lease, provide a notarized statement from a landlord or home owner affirming that the child(ren) and parent(s) live at the address, which includes length of stay, <u>AND</u> record of most recent rent payment (or one document from Column B if there is no rent payment) • Purchase contract or closing escrow papers for new home purchased within last 45 days <u>AND</u> one document from Column B • If approved on open enrollment, provide a copy of your Non-Resident Enrollment/District Transfer approval letter <u>AND</u> one document from Column B 	<p>Dated within the past 60 days:</p> <ul style="list-style-type: none"> • Utility bill, new service order, or service verification letter (<i>must include the residence/service address—will not accept PO box</i>): <ul style="list-style-type: none"> - Gas bill - Electric bill - Water service bill - Cable or satellite television bill - Home telephone or cell phone bill - Home Internet service bill • U.S. Postal Service change of address confirmation • Payroll stub • Bank or credit card statement • Letter from an approved government agency (housing assistance, unemployment check, SNAP, Medicaid, CHIP) <p>Dated within the past year:</p> <ul style="list-style-type: none"> • Homeowners or Renters Insurance Policy • Property tax bill (residential primary improved property) • Proof of car insurance (must include physical address) • Voter registration documentation • W-2 form
<p>The following DO NOT establish residency:</p> <ul style="list-style-type: none"> • Powers of attorney • Letters from friends or relatives • P.O. Box or UPS mail box in the district boundaries • Property or business owned in the district boundaries 	

The proof of residency requirement does not apply to homeless students. The McKinney-Vento Homeless Education Assistance Act provides education services to homeless children and youth who lack a fixed, regular, adequate nightly residence. If you believe your family fits this exception, ask school personnel for a "Student Residency Questionnaire" and a district representative will contact you.

Frequently Asked Questions are answered on back. District Residency Policy: Per Utah Code and PCSD Policy 10010, to be enrolled in a Park City School District school, the student's parent(s) or court-appointed legal guardian(s) must provide proof that their primary residence lies within the school district's boundaries. **Proof of residency is required every year, and must be submitted at each child's school.** New proof of residency is also required if the student moves during the school year. Unannounced home visits and/or requesting additional documents may be done at any time at the district's discretion to verify residency. Residency documentation is kept confidential and will be retained for the current school year only. By submitting this form and/or proof of residency documents to your child's school, you certify that the information you provide is true and accurate. Evidence that false information was provided will result in the immediate withdrawal of the child(ren) from school.

Proof of Residency Questions and Answers

How is Park City School District residency defined? Parent(s) or Legal Guardian(s) must actually reside with the student within the Park City School District boundaries. "Residence" is the permanent primary physical location where a person lives and sleeps. The residence of a minor child is presumed to be the residence of the parent(s) or guardian(s) who have legal physical custody of the child.

- i. If the student's parents are divorced and share physical custody, the student's residence is the location where the student lives the majority of the time—with the primary or majority custodial parent (court documents will be required).
- ii. If the student is not living with a parent, the Park City School District requires that a responsible adult obtain legal guardianship through the court system (notarized letters from parents giving "guardianship" to others are unacceptable).
- iii. A temporary resident within the Park City School District boundaries solely for the purpose of attending a Park City School District school shall not be considered residency.

How does Park City School District verify residency? Proof of residency is required annually for all students in all district schools at the time of school registration. Documents that satisfy proof of residency are listed on the Proof of Residency Requirement Form. The district reserves the right to request additional proof documents or to perform unscheduled home visits at any time to verify a family's residency. Families who move during the school year must re-submit proof of residency for the new address.

What if I don't have the required proofs of residency with me when I register? All families must have the required documents at the time of new enrollment or back-to-school registration. The student's enrollment or registration will be put on hold until the family can return with the required proof of residency documents.

What can I use for proof of recent rent or mortgage payment? A cancelled check, rent payment receipt, mortgage payment receipt, or bank statement showing an automatic deduction for the rent or mortgage payment.

What if none of the utility bills are in my name? You can call the utility company and have your name added to the bill, then ask the utility company to fax a confirmation letter to the school for proof of residency.

What if all my statements and bills are online? You should be able to log into your online accounts and print copies of your statements and bills. Printouts are acceptable if they include the home/property address (not a PO box), the account holder's name, and the billing date.

I'm worried about my privacy. Will documents that I submit remain confidential? Yes. All submitted documents will remain confidential and will be shredded at the end of the school year. You may black out your financial information and/or account numbers to protect your privacy. We are only interested in names, addresses, and dates.

What if I just moved or purchased a new home and I don't have any proof documents yet? We have listed a number of documents that you should be able to provide even shortly after moving. For example, a change of address confirmation letter from the U.S. Postal Service, or you can submit a work order from any utility stating that your service has been ordered or installed, or most insurance companies can provide updated policies by email. If you provide the school with a new home purchase contract or closing escrow papers, you will have no more than 30 days to provide a document from Column B.

What if I cannot produce all required documents? If your personal circumstances make it impossible to provide items from either of the columns, bring available documents to the District Office at 2700 Kearns Blvd. to explain why circumstances prevent you from having the required documents.

What if my family does not have a permanent residence? Proof of residency requirements do not apply to students and families in a homeless situation as defined by the McKinney-Vento Homeless Education Assistance Act. If you feel you qualify as being homeless under this Act, please request a "Student Residency Questionnaire" from the school secretary. A district representative will contact you to discuss your residency status.

What if I am an undocumented immigrant? We will never ask families or students about their immigration status. Any child can attend a public school if they are living with a parent or legal guardian within the school district's boundaries and they are able to provide acceptable proof of residency or qualify under the McKinney-Vento Act.

What are the consequences of residency fraud? Evidence that false information was provided will result in the immediate withdrawal of the child(ren) from school. Any person making false statements with the intent to deceive a public servant in the performance of their official function could be found guilty of a Class B Misdemeanor as defined in Utah Criminal Code, Title 76 Chapter 8 Part 5 Section 504 - Falsification in Official Matters.