



Park City School District
Proof of Residency Requirement Form

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

Student's Home Address: _____

Name of parent/legal guardian with whom the student lives: _____

To be enrolled in a Park City School District school, families must provide documentation showing that their primary residence (the house in which they live) lies within the district/school boundaries. All students in all schools are required to provide proof of residency at registration each year. New proof of residency will be required if the student's family moves during the school year. Unscheduled home address checks may be done at the district's discretion to verify residency. This information is kept confidential and will be retained for the current school year only. By submitting proof of residency 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 immediate withdrawal of the student from school, no exceptions.

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

Submit this form and your proof document(s) to each child's school. All schools can make copies for you.

- All documents MUST include: 1. The physical home address where the student lives, and 2. The parent or legal guardian's name (if divorced, the primary custodial parent or the custodial parent with whom the student lives the most; legal guardians must be appointed by the court), and 3. All items marked with * must be dated within 60 days.

Printouts of electronic bills are acceptable if it includes the service address, account holder's name, and the billing date. Financial information may be blacked out for your privacy. Schools have the right to request additional documentation.

ONE (1) of the following documents is acceptable:

- Power, Gas, or Water service bill*, new service connection letter*, or a verification of service/account holder letter*
Current Lease or Rental Agreement (must include lease term dates, and be signed by both the tenant and landlord)
Current Homeowners or Renters Insurance policy
Home purchase contract or closing escrow papers (only for homes purchased within last 45 days). The school may request a copy of your first power or gas bill or homeowners insurance policy as back-up verification within 30 days.
Written communication from a government agency* (assisted housing, Medicaid/CHIP, food stamps, unemployment)
Copy of your Non-Resident Enrollment/District Transfer approval letter AND a proof of residency document

If you can't provide any of the above documents, you may provide TWO (2) of the following:

- Current Summit County Property Tax Notice for primary improved residential property
Current vehicle registration or car insurance policy
Cable or satellite TV service bill*
Home internet service bill*
Home or cell phone service bill*
Bank or credit card statement*
Post office change of address confirmation letter*
If these services are bundled with 1 provider, the bill only counts for 1 proof item.

The following do not establish residency:

- Letters from friends, relatives, or landlords
- A P.O. Box or UPS mail box in Park City
- Parent/guardian's workplace, business, or unimproved property located within school 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."