Guidelines for Verification of Residence

A school may accept one or more of several types of documents from the parent or legal guardian of a pupil as reasonable evidence that the pupil meets residency requirements for school attendance in the Los Angeles Unified School District. All documentation must be current and must identify the parent or legal guardian as the resident. Examples of documents that may be accepted as proof of residence include, but are not limited to any of the following:

- Utility service bills (gas, water, electric)
- Property Taxes, rental or lease agreement
- Official government mail (CalWorks, Social Security)

Other documents may also be considered as proof of residence. However, many of these documents may not be as reliable as those listed above and therefore, may require additional verification. Examples of these documents include, but are not limited to:

- Escrow papers
- Current bank statements (personal checks will not be accepted as proof of residence)
- Moving company receipts
- Verification of residency service letter from a utility company

Any documentation offered as proof of residence must show the name of the parent/legal guardian, a current date and the residence address. The LAUSD does not accept telephone bills or driver’s licenses as proof of residence.

In the absence of specific documentation, a prospective parent may provide a written affidavit (See attached form – D2) verifying his or her residence.

Schools may not require the parent/legal guardian to notarize or provide notarized documentation.

At times, a student will be allowed to enroll in school based on special circumstances. In these cases, one of the following should be accepted in lieu of standard proof of residence documentation:

- Homeless Affidavit or Affidavit of Temporary Residence
- DCSF Form 1399 “Notification to School of Minor’s Placement Status”
- Intra or Inter-District Permit
- Special Education IEP
Affidavit to Verify Residence Form

(This form should be used only when the parent/legal guardian cannot provide documented proof of residence.)

I, ________________________, declare I am the parent/legal guardian of

<table>
<thead>
<tr>
<th>Name:</th>
<th>First</th>
<th>Middle</th>
<th>Last</th>
<th>Date of Birth</th>
</tr>
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</table>

I currently reside at the address listed below.

<table>
<thead>
<tr>
<th>Address</th>
<th>City</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA Zip</td>
<td>Phone #</td>
</tr>
</tbody>
</table>

At this time, I do not possess any official documentation to prove residency. This is because:

__________________________________________

As soon as I am able to obtain documentation proving my residency, I will provide copies of such documentation to the school's attendance office.

I declare under penalty of perjury under the laws of California that the above statements are true and correct.

____________________________
Print Name of Parent/Legal Guardian

____________________________
Signature of Parent/Legal Guardian

____________________________
Date

Parent/Guardian will be given 30 days to provide the “Proof of Residency” documentation. If not received by ____________________________, the student will be checked-out.

____________________________
Parent/Guardian Signature

Affidavit to Verify Residence Form- English