

# Verification of Residency Request

Directions: Please request proof of residence (i.e. current utility or lease agreement or current mortgage statement) and attach and mail documents to the Supervisor of Child Welfare and Attendance *and* the Attendance Facilitator.

**Current Date:** \_\_\_\_\_

**Name of School:** \_\_\_\_\_

<b>Student Name:</b>
<b>Student ID Number:</b>
<b>Reason for the request</b> (i.e. returned mail or student reports a different address):

Provide supporting documentation for Residence Verification request: (attach returned mail, conference notes from late drop-off / late pick-ups, incident reports, suspected residence, etc.)	
Date	Documentation

\_\_\_\_\_  
Signature of Principal / Assistant Principal

<p><b>Attendance Use Only:</b></p> <p>Proof of residency submitted by the school:</p> <p>Yes _____ No _____</p> <p>Other _____</p> <p>_____</p> <p>_____</p>
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**Only the Principal or Assistant Principal may request a verification of residence**

*Note: This document is not to be used for students who have been identified as participating in the McKinney Vento Program or to dispute the residency of students that are participating in the McKinney Vento Program.*

**UPDATED: October, 2019  
PRIOR ISSUES OBSOLETE**