**RESIDENCY REGISTRATION AND DOCUMENTATION CHECKLIST**

**TO BE COMPLETE BY PARENT OR GUARDIAN**

**Western Line School District**

Name of student:

 (a separate form is required for each pupil)

Name of parent or guardian:

**Parent/Guardian Address:**  P.O. Box number is not acceptable for an address; (if route, give physical location directions on back).

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I hereby certify that the information given above on this form is a true and correct statement of my legal residence. Should my legal residence change while the above listed student is enrolled in the above cited school district, I will promptly notify the appropriate officials of this school district. Further, I understand that a pupil is not legally enrolled until this form is completed and signed by the parent, guardian, or other adult with whom the student may be living. I understand that a pupil admitted under false information is not legally enrolled and is subject to penalty.

Signature of Parent, Guardian or Other Adult Date Telephone Number

**TO BE COMPLETED BY THE SCHOOL DISTRICT**

Documents provided to me by Parent/Guardian:

□ Custodial agreement or Guardianship papers when the parent/guardian enrolling the child is not listed on the Birth Certificate.

**Residency Documentation**

Group A: (one from this list)

□ Filed Homestead Exemption Application Form

□ Mortgage Documents or Property Deed

□ Official Apartment or Home Lease (Current)

Group B (one from this list)

□ Current Automobile Registration

□ Current Utility Bill (Electric, Gas, Cable TV or Water)

**Affidavits**

If the student **and** parent/guardian live with a non-custodial adult, **the non-custodial adult must provide a notarized affidavit and required residency documents from Group A & Group B.**

 **In addition to the non-custodial documents, the custodial parent/guardian must provide one of the following with the in-district address on it.**

 □ Automobile License Receipt / Registration

 □ Bank Statement / Work Check Stub / State or Federal Benefit Check

 □ IRS document, SNAP Verification or other Government Correspondence

 Date Representative – School District