

Zoning-Residency Check Guidelines Cumberland County Schools

1. A utility bill with the parent's name and address given may be asked for at the time of enrollment to prove residency within that school's zone. If the parent(s) are living with another person or family, that family's utility bill may be used in conjunction with a signed and dated letter attesting to the fact that the family in question resides with them at that given address.
2. If a school is suspicious of any address given, a referral is made to Attendance to check out the address at the time of enrollment.
3. A physical visit is made to the given address to see if the person is giving that address is indeed living there. A check of real estate records might also be used.
4. A residency Checklist will be required if the parent(s) and/or student have conflicting places of residence.
5. After successfully completed the Residency Checklist, the given address is then physically checked on a regular basis for two-three weeks to establish that the person in question is actually living at the given address. After that time period, if the person has maintained residence at the given address, checks are made on a random basis through out the year.
6. The process of physically checking the given address is fully explained to the parent(s) after giving them the Residency Checklist.

Cumberland County Schools

Date _____

Name of person making home visit _____

Parent(s) Name _____

Address _____

Student Name _____ Grade _____

Student Home School (last attended) _____

DEFINITION OF RESIDENCE

1. Physical Presence (address, furniture, food, toys and clothes)
2. Testimony that they live there
3. Lease, Mortgage or Deed (required)*
4. Residence Checklist (**four** of seven must match the correct address)

*Voter Registration card

*Utilities (in family's name)

*Driver's License

*Mail

*Phone Bill/Cell phone bill

*Checking Account/Bank Statement

*Cable TV account

*Campers, trailers, and tents must be the family's only form of residence.