

**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).

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