

**ANNUAL VERIFICATION OF RESIDENCY**

**This form must be completed each school year.**

STUDENT NAME \_\_\_\_\_ Room \_\_\_\_\_

Siblings at Cardiff School/ Ada Harris \_\_\_\_\_

The above-named student is related to me as follows \_\_\_\_\_, and will be residing in my home while enrolled in the Cardiff School District.

Address \_\_\_\_\_

In order to comply with district residency requirements, the enrolling student must live with a parent/legal guardian within the district boundaries. The student must sleep at the adult's place of residence at least five (5) school days per week when school is in session. **In the event a joint custody agreement exists between two parents**, the student must sleep at the home of the parent residing in the District at least three (3) school days per week. **A copy of your custody agreement must be provided to the school office.**

**The parent/legal guardian of a student seeking to enroll or continue attendance in the Cardiff School District must present two documents from the list below as proof of residence in the district.** Post office boxes do not meet residency, only street addresses will be accepted. A copy of each item of verification will be retained by the Cardiff School District.

- Current SDG&E Utility Bill/Contract
- Current Water Bill or Cable Bill/Contract
- Current Telephone Bill/Contract (not cellular)
- Lease Agreement (must be signed by tenant & landlord, list all residents) or Rent Receipts
- Grant Deed or Property Tax Bill or Receipt (must accompany at least one current utility bill)
- Declaration of Residency Executed by the Parent/Legal Guardian of the Student
- Voter Registration
- Government Correspondence
- Paycheck Stub
- Escrow Documents

When Proof of Residency cannot be provided, **a housing questionnaire may be obtained from the District Office.**

If a student's residency is questionable, one or all of the following procedures may be followed in order to satisfy District requirements:

1. Parent/Guardian will be required to meet with the Principal or Superintendent.
2. Visitation of the student's residence to inspect living quarters.
3. Observation of residence by Superintendent or his/her designee.
4. When all available resources have been exhausted trying to satisfy residency requirements, and a student's residency is still questionable, the District may employ legal counsel and/or a private investigator to satisfy verification of residency.

*Any parent/legal guardian of a student enrolled in the District shall notify the District prior to or within 24 hours of any change or circumstance and/or move which would affect their child's residency determination under this policy. Failure to do so shall result in disenrollment.*

**I declare under penalty of perjury, that all information provided is true and accurate.**

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date

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**FOR OFFICE USE ONLY**

I, \_\_\_\_\_, hereby certify that I am a representative of the Cardiff School District and that the documents, or a photocopy of said documents indicated by a check mark next to the appropriate line, have been verified, and that I know of no evidence that would cause me to doubt the validity of said documents.

\_\_\_\_\_  
Signature of District representative verifying documents

\_\_\_\_\_  
Date