



Proof of Residency 5 CCR 432; EC 234.7, 48204.1; (BP 5111.1)

Reasonable evidence that the student meets residency requirements for school attendance must be provided by the parent/guardian upon request by a District employee. Verification of residency is required at the time of school enrollment and **annually**, thereafter, to comply with California laws related to the maintenance of specified information in a student's mandatory permanent records.

In addition to the State-issued identification cards, like a driver's license, which establishes identity **not** residency, evidence of residency may be established by presenting the following documents (in their entirety and in English):

1. A copy of the **Los Angeles County Property Tax Bill** or a **Mortgage Statement** or a copy of the **current lease/rental agreement** listing all the occupants, including but not limited to all school-aged children residing in the property, or **grant deed** in the legal guardian's name showing residence property address, and ***NOTE: If you are on a month-to-month lease/rental agreement, you will also need to provide the most current month's rental receipt or cancelled check.***

2. A current Southern California Edison (SoCal Edison) bill or verification of electrical service connection* reflecting name and address at the location provided above, and *(In the event proof of SoCal Edison bill cannot be presented, resident must provide three of the additional forms of residency.)* 3. Two additional forms of residency verification reflecting name and address at the

location provided
above:

a. Current gas bill or verification of gas service connection*

- b. Current cable/telephone bill
- c. Current Income Tax documents (from the IRS, State, and/or County)
- d. Current water or verification of water service connection*
- e. Current waste management bill
- f. Current payroll stub
- g. Current social services documents
- h. Current Correspondence from Federal/State/County Government Agency
- i. Los Angeles County Registrar of Voters

4. If parent/guardian and student are **sharing a residence** with another individual or family, they must provide items in #1-3 (in the parent/guardian's name or the name of the primary resident) **and** complete the *Residency Verification Affidavit* (notarized Declaration of Residency Verification signed by the primary resident).

*NOTE: In the event a utility service connection is used as proof of residency, then a utility bill must be provided within 45 days to assure continued enrollment. The District will **not** solicit or collect information or documents regarding the citizenship or immigration status of students or their family members for the purpose of determining residency within the District.

The District will investigate any cases where there may be reason to believe that a student does not comply with residency requirements for school attendance (i.e., returned mail, excessive absences/chronic absenteeism/truancy), that the parent/guardian has provided false information with respect to residency, or that the information provided at the time of enrollment is no longer current or accurate. A trained District employee may conduct the investigation or a private investigator employed by the District, and may include the examination of records, including public records, and/or interviews of persons who may have knowledge of the student's residency. The investigation will not include the surreptitious collection of photographic or video-graphic images of persons or places subject to the investigation. However, the use of technology is not prohibited if done in open and public view. District will take appropriate actions pending the results of the investigation.

If the District determines that the student does not reside in District, the parent/guardian will receive a dis-enrollment letter and the Inter-District/Intra-District Attendance Appeal Form. Parent/guardian has 10 days to submit the written appeal from the date of the dis-enrollment letter. Once the district receives the written appeal, the District will have 10 days to respond in writing to the parent/guardian's request. The Superintendent or designee response is final.