

# Missouri Valley Community School District

## Proof of Residency *Guidelines*

All new students entering the district or current students who change residency must provide the proper documentation to establish residency in the district in order to enroll or remain enrolled. All documents provided must state the student's physical address, and residency at that address is required. A post office box is NOT an acceptable address for the purpose of determining residency. Students will be required to submit residency verification within **5 calendar days** after their enrollment date. Otherwise, the student will be billed a **tuition fee of \$6,121** for the school year. This fee will be prorated if the student enrolls after the first day of school.

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Please select one of the following and complete the corresponding section:

- The student is living with their legal parent/guardian (Complete Part 1)
- The students is NOT living with their legal parent/guardian (Complete Part 2)

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### PART 1

Please select one of the following options that describe your current living arrangements:

**We own our own home**

You must submit a *Residency Verification Form* in addition to ONE of the following

- A print out of proof of homeownership as verified by the Pottawattamie or Harrison County Assessor's website (preferred)
- Purchase contract with possession date or closing date

**We rent our home**

You must submit a *Residency Verification Form* in addition to the following:

- A current, signed lease agreement/rental agreement that MUST contain property owner's name, address, and signature; and the name and signature of parent/guardian

**We live with a family already in the district**

Please submit ALL of the following:

- Completed and NOTARIZED **Co-Resident Form**
- Proof of your residency at that address
- Verification of residency for the family for whom you will be residing as noted above

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### PART 2

Please select one of the following options that describe your current living arrangements:

**The student is living with a Missouri Valley School District resident who owns their own home**

You must submit a *Non-Traditional Residency Verification Form* in addition to ONE of the following

- A print out of proof of homeownership as verified by the Pottawattamie or Harrison County Assessor's website (preferred)
- Purchase contract with possession date or closing date

**The student is living with a Missouri Valley School District resident who rents their home**

You must submit a *Non-Traditional Residency Verification Form* in addition to the following:

- A current, signed lease agreement/rental agreement that MUST contain property owner's name, address, and signature; and the name and signature of parent/guardian

*Falsification of any information or document required for residency verification or the use of the address of another person without actually residing there may result in the revocation of student enrollment, being held liable to pay tuition for the time in attendance as a non-resident, and filing a complaint with the appropriate law enforcement agency for criminal prosecution against all parties involved.*

# Missouri Valley Community School District

## Residency Verification Form

This form is to be completed by families who currently own or rent their home in the Missouri Valley Community School District. The student must be living at this residence with their legal parent/guardian. Please complete one form per student.

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ DOB: \_\_\_\_\_

Legal Parent/Guardian Name: \_\_\_\_\_

Current Address: \_\_\_\_\_  
(street) (city) (zip)

Residence is:  Owned  Rented/Leased

Residency Verification Documentation (To Be Attached): \_\_\_\_\_

### By Signing This Document:

- 1) I affirm that the address provided is the legal residence of both the parent/guardian and student.
- 2) I am aware of the definition of residency as stated in Iowa Code 282.1 and provided as follows: “  
...“resident” means a child who is physically present in a district, whose residence has not been established in another district by operation of law, and who meets any of the following conditions:
  - a. Is in the district for the purpose of making a home and not solely for school purposes
  - b. Meets the definitional requirements of the term “homeless individual”
  - c. Lives in a juvenile detention center or residential facility in the district
- 3) I acknowledge that residency is determined as living and sleeping under the same roof with the parent/guardian in at the address provided.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

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# Missouri Valley Community School District

## ***Co-Resident Verification Form***

This form is to be completed if you will be living with a family who already resides in the Missouri Valley School District. One form must be completed for each student.

### **Missouri Valley School District Resident Information**

**MV School District Resident Name:** \_\_\_\_\_

**MV School District Resident Address:** \_\_\_\_\_  
(street) (city) (zip)

**Home Phone Number:** \_\_\_\_\_ **Cell Phone Number:** \_\_\_\_\_

**Children Currently Attending Missouri Valley:**  Yes  No **Residence is:**  Owned  Rented/Leased

**Residency Verification Document (To Be Attached):** \_\_\_\_\_

### **Missouri Valley School District Co-Resident Information**

**Parent/Guardian Name:** \_\_\_\_\_

**Student Name:** \_\_\_\_\_

**Date moved in as Co-Resident:** \_\_\_\_\_

**Expected length of Co-Residency:** \_\_\_\_\_

**Reason for Co-Residency:** \_\_\_\_\_  
\_\_\_\_\_

**Co Residency Verification Document (To Be Attached):** \_\_\_\_\_

#### **By Signing This Document:**

- 1) I affirm that the address provided is the legal residence of both the parent/guardian and student.
- 2) I am aware of the definition of residency as stated in Iowa Code 282.1 and provided as follows: "...*“resident” means a child who is physically present in a district, whose residence has not been established in another district by operation of law, and who meets any of the following conditions:*
  - a. *Is in the district for the purpose of making a home and not solely for school purposes*
  - b. *Meets the definitional requirements of the term “homeless individual”*
  - c. *Lives in a juvenile detention center or residential facility in the district*
- 3) I acknowledge that residency is determined as living and sleeping under the same roof with the parent/guardian in at the address provided.

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Co-Resident Signature (for whom the family is residing)**

\_\_\_\_\_  
**Date**

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# Missouri Valley Community School District

## ***Non-Traditional Residency Verification Form***

This form is to be completed by a student who is residing in the Missouri Valley Community School District with someone other than their legal parent/guardian.

### **District Resident Information**

**Student Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_ **DOB:** \_\_\_\_\_

**Legal Parent/Guardian Name:** \_\_\_\_\_

**Name of District Resident (whom the student will be residing):** \_\_\_\_\_

**District Resident Address:** \_\_\_\_\_  
(street) (city) (zip)

**District Resident Phone:** \_\_\_\_\_

**Residence is:**  Owned  Rented/Leased

**Residency Verification Documentation (To Be Attached):** \_\_\_\_\_

**Explanation from the district resident with whom the student is residing that explains the alternative living arrangement:**

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**Explanation from the student's parent/guardian (if available) of the reasons for the alternative living arrangement:**

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### **School Communication**

Report cards and other communication from the school district will still go to the legal parent/guardian unless the parent gives written permission for the school to disclose student information to the person with whom the student resides.

I give permission for the Missouri Valley Community School District to release information regarding my student to, \_\_\_\_\_, for whom my student resides.

\_\_\_\_\_  
Legal Parent/Guardian Signature

\_\_\_\_\_  
Date

## **Emergency Contact**

The student's emergency contact must be someone who can make a decision about the student (i.e. legal parent/guardian or court-appointed guardian) OR who can quickly contact the decision maker.

Please provide the name of the individual who should be contacted in case of an emergency. If the person designated below is not legally able to make decisions for the student, it will be the responsibility of that person to contact the legal decision maker.

Name: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_

Address: \_\_\_\_\_  
(street) (city) (zip)

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

### **By Signing This Document:**

- 1) I affirm that the address provided is the legal residence of both the parent/guardian and student.
- 2) I am aware of the definition of residency as stated in Iowa Code 282.1 and provided as follows: "...*resident*" means a child who is physically present in a district, whose residence has not been established in another district by operation of law, and who meets any of the following conditions:
  - a. Is in the district for the purpose of making a home and not solely for school purposes
  - b. Meets the definitional requirements of the term "homeless individual"
  - c. Lives in a juvenile detention center or residential facility in the district
- 3) I acknowledge that residency is determined as living and sleeping under the same roof with the parent/guardian at the address provided.

\_\_\_\_\_  
**Legal Parent/Guardian Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**District Resident Signature (for whom the student is residing)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

*Falsification of any information or document required for residency verification or the use of the address of another person without actually residing there may result in the revocation of student enrollment, being held liable to pay tuition for the time in attendance as a non-resident, and filing a complaint with the appropriate law enforcement agency for criminal prosecution against all parties involved.*