

CARLISLE COMMUNITY SCHOOL DISTRICT

430 SCHOOL STREET, CARLISLE IA 50047

Phone: 515-989-3589

Fax: 515-989-3075

Acceptable Proofs of Residency

Proof of Residency is required before a new student can start school.

Proof of Residency is required when a currently enrolled student has a change of address.

Providing false residency information may result in a charge of tuition or the students may be required to leave the district.

Types of Residency	You Need To:
Homeowner	Provide one of the following to the Administration Office: <ul style="list-style-type: none"> • A copy of your most recently paid property tax bill with the section, block and lot number. • A copy of a recent mortgage statement.
Recently closed on a new home	Provide the following to the Administration Office: <ul style="list-style-type: none"> • A copy of the settlement statement from closing or a warranty deed including name of parent, address and date of possession.
Renter – with lease or rental agreement	Provide the following to the Administration Office: <ul style="list-style-type: none"> • A copy of the lease or rental agreement including the name of parent, address, date of possession and the term of the agreement.
Renter – without a lease or rental agreement (on a month-to-month basis)	Provide the following to the Administration Office: <ul style="list-style-type: none"> • A notarized Landlord Statement.
Sibling currently attends Carlisle Schools.	Name of Sibling _____ Grade _____
Living out of the district	Provide the following to the Administration Office: <ul style="list-style-type: none"> • An approved Open Enrollment Application for each student.
Living with another family	Please contact the Administration Office, 515-989-3589.
If none of the above types of residency describe your current situation.	Please contact the Administration Office, 515-989-3589.
Using a Post Office Box Mailing Address	Provide the following to the Administration Office: <ul style="list-style-type: none"> • A copy of a utility bill showing the post office box and the physical address of residence.

**To insure privacy, we recommend you black out personal information such as social security number, purchase price, a amount of rent, etc. on any of the forms provided to the district.*

Please note:

When a currently enrolled student has a change of address, residency MUST be verified at the Administration Office. There will be NO exceptions. All mail will be sent to the previous address and transportation will not be arranged until proper proof of residency is obtained. If you are in need of using a post office box for mailing purposes, you will need to provide a copy of a utility bill that has the post office box in it in addition to the physical address that corresponds to the physical address you provided as acceptable proof of residency.