

## Kane School District Proof of Residency Procedures

To be enrolled in Kane School District schools, families must present TWO forms of documentation showing that their primary residence (the house in which they live) lies within the Kane School District boundaries. We may ask families to periodically update their residency in order to keep our records current. The following documents may be used in determining residency:

All applicants must submit at least one document from Column A and at least two documents from Column B.	
<b>Column A</b>	<b>Column B</b>
Documents must include parent or legal guardian's name (custodial parent or parent student lives with most in cases of divorce), and physical address.	
<ul style="list-style-type: none"> <li>• Notarized Rental/Lease Agreement</li> <li>• Notarized Purchase/Escrow Agreement</li> <li>• If you are living with another family, or you cannot provide either of the above:               <ul style="list-style-type: none"> <li>(1) provide a notarized statement from the person you are living with stating that you <b>AND</b> your child(ren) live there, the address, and for what period of time, <b>AND</b></li> <li>(2) a document showing that the person you are living with resides within district and school boundaries (see acceptable documents above); <b>AND</b></li> <li>(3) one or more items from Column B showing you live at the location.</li> </ul> </li> </ul> <p><i>If the situation is temporary, once you have moved into your own home, you will need to bring in proof of residency for your new home.</i></p>	<p><b>Dated within the past 60 days:</b></p> <ul style="list-style-type: none"> <li>• Utility bill (gas, electric, water)</li> <li>• Letter from approved government agency (assisted housing, food stamps, unemployment payment)</li> <li>• Payroll stub with physical address</li> <li>• Valid Utah driver's license</li> <li>• Current vehicle registration or insurance</li> <li>• Valid Utah photo identification card</li> <li>• Current voter registration</li> </ul> <p><b>Dated within the past year:</b></p> <ul style="list-style-type: none"> <li>• W-2 form</li> </ul>
<p>The following <b>do not</b> establish residency:</p> <ul style="list-style-type: none"> <li>• Property owned in school district boundaries</li> <li>• P.O. Box in school district boundaries</li> </ul> <p>• <b>Durable Power of Attorney:</b> If this is used, the child must to live with the guardian full time. Guardian is responsible for all educational decisions and will be listed as the point of contact with the school.</p>	

**\*All documents must be received within 2 weeks\***

Student's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Names: \_\_\_\_\_

Address of  
Parent/Guardian: \_\_\_\_\_

\_\_\_\_\_

*If the student has a sibling currently attending this school for which Proof of Residency has already been presented, school staff **may** consider the prior documentation to be sufficient for sibling(s).*

Name of sibling(s) currently attending this school: \_\_\_\_\_

Grade of sibling(s) \_\_\_\_\_

\*\*\*School staff must verify and make notation below\*\*\*

*This proof of residency procedure does not apply to **homeless** students and may not apply to certain students whose parents are in the **military**. If you believe your family fits the homeless exception or may fit within a military exception, please ask school personnel for a Student Information Questionnaire.*

**\*\* Parent signature below \*\***

***I declare under criminal penalty under the law of Utah that the statements made on this form (including my residential address) are true and correct. I understand that false statements made on this proof of residency form are punishable as a class B misdemeanor under Utah Code § 76-8-504.***

Signed on (date) \_\_\_\_ / \_\_\_\_ / \_\_\_\_ at (location) \_\_\_\_\_, Utah.

Printed name: \_\_\_\_\_ Signature: \_\_\_\_\_

*To be completed by school personnel*

Type of document showing residency	Date on Document
1.	
2.	
3.	

Principal Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Send completed form to District Office**