

**ADMISSION OF NONRESIDENT STUDENTS REGULATION****Student Addresses: Verification and Investigation**

1. Should a student's address change at any time during his/her enrollment, residency must be confirmed by an acceptable document:
  - a. Examples of acceptable forms of documentation include, but are not limited to: a copy of a resident lease or proof of ownership of a house or condominium, such as a deed or mortgage statement; a statement by a third-party landlord, owner, or tenant from whom the parent or person in a parental relation with the student leases or with whom they share property within the District, which may be sworn or unsworn; or other such statement by a third party relating to a parent or person in parental relation's physical presence in the District; a pay stub; income tax form; telephone or utility bills or other bills sent to the student's home address; membership documents based upon residency; official driver's license, learner's permit or nondriver identification or a state or other government-issued ID; voter registration document; or documents issued by federal, state or local agencies (e.g., local social service agency, Federal Office of Resettlement).
2. If a student's address is not the address of his/her parent(s) or legal guardian(s), the principal shall consult with the Registrar's Office to confirm the procedures used in determining the student's current address. The Registrar's Office shall then investigate and provide specific evidence of the child's false claim to residency.
3. If the evidence indicates that a student's address has been purposefully changed in order for him/her to attend a school in a district other than the one he/she is legally entitled to attend, he/she shall be immediately transferred to the appropriate district.
4. Student admission shall not be delayed pending verification of the address. A verification and/or investigation shall take place after student admission has been effected.

*Adoption date: June 19, 2002*

*Revised date: May 22, 2019*