ATTACHMENT B

# VERIFICATION OF RESIDENCE

A school may accept one or more of several types of documents from the parent or legal guardian of a pupil as reasonable evidence that the pupil meets residency requirements for school attendance in the Los Angeles Unified School District. All documentation must be current and must identify the parent or legal guardian as the resident. Examples of documents that may be accepted as proof of residence *include, but are not limited to* any of the following:

- Utility service bills (gas, water, electric)
- Property Taxes, rental or lease agreement
- Official government mail (CaIWorks, Social Security)

Other documents may also be considered as proof of residence. However, many of these documents may not be as reliable as those listed above and therefore, may require additional verification. Examples of these documents *include, but are not limited to:*

- Escrow papers
- Current bank statements (personal checks will not be accepted as proof of residence)
- Moving company receipts
- Verification of residency service letter from a utility company

Any documentation offered as proof of residence must show the name of the parent/legal guardian, a current date and the residence address. The LAUSD does not accept telephone bills or driver's licenses as proof of residence.

In the absence of specific documentation, a prospective parent may provide a written affidavit *(See attached form – B-2)* verifying his or her residence.

Schools may not require the parent/legal guardian to notarize or provide notarized documentation.

At times, a student will be allowed to enroll in school based on special circumstances. In these cases, one of the following should be accepted in lieu of standard proof of residence documentation:

- Homeless Affidavit or Affidavit of Temporary Residence
- DCSF Form 1399 "Notification to School of Minor's Placement Status"
- Intra or Inter-District Permit
- Special Education IEP