



Park City School District
Proof of Residency Requirement Form

Student's Name: _____ Grade: _____ School: _____

Home Address: _____

Mailing Address: _____

Name of parent/legal guardian with whom student resides: _____

Parent/Legal Guardian's Signature: _____ Date: _____

By submitting this form and/or proof of residency documents to any school or the district office, you certify that the information you provide is true and accurate. Evidence that false information was provided will result in the immediate withdrawal of the child(ren) from school.

Submit this form AND TWO (2) proof documents to each child's school. Acceptable documents are listed below.

Documents MUST INCLUDE the student's home address (not a PO Box) AND a parent/legal guardian's name (birth parent, custodial parent, or parent student lives with most in cases of divorce; legal guardians must be court-appointed).

- Utility bills dated within 45 days (must include residence/service address—will not accept PO box): Gas, power, water, cable/satellite TV, telephone, home internet service. Will accept new service orders and account verification letters.
Homeowners or Renters Insurance Policy, policy must be active and dated within the last year
Mortgage Statement dated within 45 days
Rental/Lease Agreement, must be signed and show the term dates. If renting month-to-month or lack a written lease, provide a notarized statement from the landlord or home owner (with their contact information) affirming that the parent(s) and child(ren) live at the address, their names, and the length of stay.
Proof of rent/mortgage payment AND copy of lease/mortgage statement (must be two separate documents)—proof of payment can be either a cancelled check or a bank statement showing the payment (no cash receipts)
Home purchase contract or closing escrow papers for a new home purchased within the last 45 days only
Non-Resident Enrollment approval letter from the District Office (must be renewed each time you change schools)
Approved Government Agency document dated within 45 days (housing assistance, unemployment check, SNAP/food stamps, Medicaid, CHIP, social security/disability benefits, U.S. immigration)
Property tax bill for residential primary improved property dated within the last year
U.S. Postal Service change of address confirmation letter dated within 45 days (cannot be a PO Box)
Payroll statement, check, or paystub dated within 45 days
New or updated voter registration documentation dated within the last year—must include the registration date
W-2 form dated within the last year

The following DO NOT establish residency:

- Powers of attorney
Letters from friends or relatives
P.O. Box or UPS mail box in the district boundaries
Property or business owned in the district boundaries
Property/Warranty Deed

The proof of residency requirement does not apply to homeless students. The McKinney-Vento Homeless Education Assistance Act provides education services to homeless children/youth who lack a fixed, regular, adequate nightly residence. If you believe your family fits this exception, ask the school for a Student Residency Questionnaire and a district representative will contact you.

Frequently Asked Questions on back page. District Policy: Per Utah Code and PCSD Policy 10010, to be enrolled in a Park City School District school, the student's parent(s) or court-appointed legal guardian(s) must provide proof that their primary residence lies within the school district's boundaries. Proof of residency is required every year, and must be submitted at each child's school. Proof of residency is also required if the student moves during the school year. Unannounced home visits and/or requesting additional documents may be done at any time at the district's discretion to verify residency. Residency documentation is kept confidential and will be retained for the current school year only.

Proof of Residency Frequently Asked Questions and Answers

How is Park City School District residency defined? Parent(s) or Legal Guardian(s) must actually reside with the student within the Park City School District boundaries. "Residence" is the permanent primary physical location where a person lives and sleeps. The residence of a minor child is presumed to be the residence of the parent(s) or guardian(s) who have legal physical custody of the child.

- i. If the student's parents are divorced and share physical custody, the student's residence is the location where the student lives the majority of the time—with the primary or majority custodial parent (court documents will be required).
- ii. If the student is not living with a parent, the Park City School District requires that a responsible adult obtain legal guardianship through the court system (notarized letters from parents giving "guardianship" to others are unacceptable).
- iii. A temporary resident within the Park City School District boundaries solely for the purpose of attending a Park City School District school shall not be considered residency.

How does Park City School District verify residency? Proof of residency is required annually for all students in all district schools at the time of school registration. Documents that satisfy proof of residency are listed on the Proof of Residency Requirement Form. The district reserves the right to request additional proof documents or to perform unscheduled home visits at any time to verify a family's residency. Families who move during the school year must re-submit proof of residency for the new address.

What if I don't have the required proofs of residency with me when I register? All families must have the required documents at the time of new enrollment or back-to-school registration. The student's enrollment or registration will be put on hold until the family can return with the required proof of residency documents.

What if none of the utility bills are in my name? You can call the utility company and have your name added to the bill, then ask the utility company to fax a confirmation letter to the school for proof of residency.

What if all my statements and bills are online? You should be able to log into your online accounts and print copies of your statements and bills. Printouts are acceptable if they include the home/property address (not a PO box), the account holder's name, and the billing date.

I'm worried about my privacy. Will documents that I submit remain confidential? Yes. All submitted documents will remain confidential and will be shredded at the end of the school year. You may black out your financial information and/or account numbers to protect your privacy. We are only interested in names, addresses, and dates.

What if I just moved or purchased a new home and I don't have any proof documents yet? We have listed a number of documents that you should be able to provide even shortly after moving. For example, a change of address confirmation letter from the U.S. Postal Service, or you can submit a work order from any utility stating that your service has been ordered or installed, or most insurance companies can provide updated policies by email. If you provide the school with a new home purchase contract or closing escrow papers, you will have no more than 30 days to provide a second document.

What if I cannot produce all required documents? If your personal circumstances make it impossible to provide items from either of the columns, bring available documents to the District Office at 2700 Kearns Blvd. to explain why circumstances prevent you from having the required documents.

What if my family does not have a permanent residence? Proof of residency requirements do not apply to students and families in a homeless situation as defined by the McKinney-Vento Homeless Education Assistance Act. If you feel you qualify as being homeless under this Act, please request a "Student Residency Questionnaire" from the school secretary. A district representative will contact you to discuss your residency status.

What if I am an undocumented immigrant? We will never ask families or students about their immigration status. Any child can attend a public school if they are living with a parent or legal guardian within the school district's boundaries and they are able to provide acceptable proof of residency or qualify under the McKinney-Vento Act.

What are the consequences of residency fraud? Evidence that false information was provided will result in the immediate withdrawal of the child(ren) from school. Any person making false statements with the intent to deceive a public servant in the performance of their official function could be found guilty of a Class B Misdemeanor as defined in Utah Criminal Code, Title 76 Chapter 8 Part 5 Section 504 - Falsification in Official Matters.