

## Procedures for Proof of Residency

Before any student is enrolled in a Lawrence Township School, the student's parent or legal guardian must prove legal residence within the attendance boundaries. Families whose primary residence is outside the Lawrence Township School attendance boundaries are not eligible to attend the MSDLT. (Legal guardianship requires documentation from a court or social service agency unless approved by the Director of Educational Support Services.)

**Effective April 1, 2009, all enrollees must submit at least one document from each of the following columns.**

**Each of the three items must show your current Lawrence Township address.**

**NO STUDENT WILL BE ENROLLED WITHOUT ALL OF THE REQUESTED REQUIRED INFORMATION.**

### Column A

- Copy of Deed or record of recent mortgage payment
- Copy of Lease (No generic leases)
- Legal affidavit from landlord/homeowner affirming tenancy and record of most recent rent payment
- Copy of title work, approved loan application, closing papers, or paperwork from recorder's office (No purchase agreement will be accepted.)
- Completion of Lawrence Township Residency Affidavit

### Column B

- A utility bill or work order dated within past 60 days of one of the following:
- > Gas or Oil bill
  - > Electric bill
  - > Home telephone bill
  - > Cable bill
  - > Cell phone bill
  - > Other bills (trash removal, sewer bill, water bill, etc.)
  - > Physician's bill
  - > Automobile bill
  - > Insurance bill
  - > Student/Government loan bill
  - > Utility connect notice

### Column C

- Valid Indiana driver's at LT address
- Current vehicle registration at LT address
- Valid Indiana photo ID
- Valid passport
- W-2 form (within last year)
- Current Excise (vehicle) tax bill
- Property tax bill (last year)
- Letter from current employer\*
- Current payroll stub
- Current Bank/Credit Card statement
- Unemployment Check
- Welfare/Government Check
- Letter from local clergy or government agency
- Identification from Consulate

\*Must be on letterhead with contact name and phone number

**You must submit original documents. Copies will not be accepted.** (Original documents will be returned to you.)

- Mail addressed to post office box will not be accepted.
- Partial Residency Verifications are accepted only in the most extreme circumstances where a student's educational well-being would be severely jeopardized otherwise. Must be approved by building administrator.
- Students will be enrolled and can begin attending classes when the school receives the **three** documents for proof of residency listed above.

## **THESE RESIDENCY PROCEDURES DO NOT APPLY TO HOMELESS FAMILIES AND THEIR CHILDREN (MCKINNEY-VENTO ACT)**

Children living with a relative/friend who is not the parent or legal guardian, must schedule an appointment with the Director of Educational Support Services (423-8310) who will review the special circumstance and decide whether or not to grant permission for enrollment.

**ACCORDING TO INDIANA LAW, SCHOOL DISTRICT PERSONNEL MAY CHOOSE TO CONDUCT A RESIDENCY VISIT AT ANY TIME.**

(Revised 5/2009)