

Proof of Residency/Address Requirements

All students (including returning students) are required to provide proof of residency/address when enrolling.

Students must reside within the boundary of the school they are enrolled. The exception would be if the student has an approved High Priority, Open Enrollment, Within-District or Inter-District transfer or verified as eligible to attend through McKinney-Vento Act.

Post Office boxes do not meet residency/address requirements. Only street addresses are accepted. Any address that falls outside the school's attendance boundary **MUST** also have an approved transfer *prior to* enrollment.

Returning students to the same school that have not changed addresses – Must provide copies of *one* document from *each* of the three categories below no later than **October 1st**.

New students, families that have moved, OR families that have had mail returned to the school - *At the time of registration, must* present *one* document from *each* of the three categories below. Without required documents, the student cannot be enrolled.

1. Parent/*Legal** Guardian photo ID
 - Current Oregon Driver's License
 - Current Oregon State ID card
 - Valid passport

-and-

2. Document showing parent/*legal** guardian address
 - Current property tax bill
 - Current rental/lease agreement (must include parent/legal guardian name, address, property manager or *owner* name, and property manager or owner phone number).
 - Escrow Papers

-and-

3. Mail showing parent/*legal** guardian resident address (residence service bill or tax return)
 - Electric bill (dated within the last 45 days)
 - Water/Sewer bill (dated within the last 45 days)
 - Garbage bill (dated within the last 45 days)
 - Cable/Satellite bill (dated within the last 45 days)
 - State and Federal Revenue documents

*Legal guardians are required to furnish copies of court orders appointing them as guardians.

Persons in a parental relationship will be required to sign an affidavit that the student has no living parent and/or legal guardian, or that there are special circumstances that disqualify the parent from serving the role of parent.

Additionally, ORS 339.133(6) states, Persons living temporarily in a school district for the primary purpose of attending a district school may not be considered legally resident of the district in which they are living temporarily, but shall be considered resident in the district in which they, their parents, legal guardians or persons in parental relationship to them maintain residency.

The District has the discretion to require additional evidence to verify residency.

If at any time, a student's residence or address is in question, the District may ask for additional documents for verification. When documents submitted are falsified and such a violation is found, the child will be required to enroll where he/she should properly be attending.

For residency/address verifications please email the information to Amy Stephens in Instruction
amy.stephens@springfield.k12.or.us