

## Residency Home Visit

### Residency form statement

Proof of residency must be established to determine that a student is a verified resident of the school for which enrollment is sought. A student's residence shall be defined as the domicile which is the student's fixed, permanent, and principal housing for legal purposes [24 hours per day, seven (7) days per week]. A student does not establish a verified residence by staying in the district for only a portion of the week or only on school days unless this arrangement is specified in a divorce decree or other court order. **District residency liaisons have authority to verify residences at anytime during the school year.**

I have read the statements above and understand that falsification of a document related to school records is a criminal offense. In addition to these penalties, a student's enrollment will be revoked if the above address is not a verified residence. I also understand that this document must be completed by me and filed by the person enrolling the student upon enrollment, and a renewal document must be completed by me and reviewed prior to the beginning of each school year as long as the same circumstances apply to the student's (students') residence.

### Process

Step 1: Campus registrar completes part 1 of Documentation of Residency Home Visit form and submits to campus principal.

Step 2: Campus administrator and SRO conduct home residency visit.

- A. If location known, visit old residence first to verify if family resides there
- B. Complete Part 2 and 3

Step 3: Return form and documentation to campus registrar for upload into Skyward

Step 4: If moving to withdraw...

- A. Provide written notice to parent/guardian of intent to withdraw
  - a. Include
    - i. Date of notice
    - ii. Reasons for withdrawal
    - iii. Effective date of withdrawal
    - iv. Date of hearing or conference at which the parent/guardian have an opportunity to respond to the allegations.
  - B. Hearing or conference
    - a. District presents reasons for withdrawal
    - b. Parent/guardian given opportunity to respond to the reasons for withdrawal
  - C. Final Decision letter (following hearing/conference)
    - a. Must provide a written report to parent/guardian that contains findings of fact and district decision.
    - b. Must include notice of parent/guardian's right to appeal the district decision

\*\* B and C of Step 4 are only needed if parent/guardian do not agree that student is not entitled to enrollment