

# RESIDENCY VERIFICATION

**PARENTS PLEASE FILL OUT TOP PORTION ONLY**

Student Name	Grade	School
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**FOR OFFICE USE ONLY**

**MUST HAVE**

<input type="checkbox"/> Drivers License/Federal/State ID	Initial	<input type="checkbox"/>
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**MUST HAVE AT LEAST ONE OF THE FOLLOWING ITEMS**

<input type="checkbox"/> Mortgage Statement with Current Utility Bill	Initial	<input type="checkbox"/>
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<input type="checkbox"/> Current Rent Receipt with Current Utility Bill	Initial	<input type="checkbox"/>
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<input type="checkbox"/> Vehicle Registration with Current Utility Bill	Initial	<input type="checkbox"/>
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<input type="checkbox"/> Residency Affidavit	Initial	<input type="checkbox"/>
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<input type="checkbox"/> Other	Initial	<input type="checkbox"/>
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Employee please put a check in the box to the left of the items you have seen and initial to the right.  
If residency verification is incomplete please circle the items that have not been provided.

I/We the parent/guardian of \_\_\_\_\_ understand that **all documents are still** necessary and must be provided to Portage Township Schools no later than \_\_\_\_\_ at my child's school. Failure to do so may result in my student being expelled from school. I understand these instructions and have been given this form indicating the missing documentation along with the request for documentation letter.

Parent/Guardian Signature	Date
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Employee Signature	Date
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<b>COMPLETE</b>	<b>Employee please circle if residency verification is complete or incomplete Please fill in the residency field in PowerSchool the same as you have indicated on this sheet.</b>	<b>INCOMPLETE</b>
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**Keep White Copy; Yellow to Parent/Guardian**

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