

Proof of Residency Checklist

General Proof of Residency

The parent or legal guardian of the student must provide a valid form of identification as well as the following items listed below to the school.

(Must show Two)

___ Rental, lease or purchase agreement for the claimed residence where the student resides **(see column A: Utah Public Schools Proof of Residency Model Procedures)**

___ Most recent gas, electric or water bill that shows the “service” address. We will not accept just the payment stub that shows the mailing address. **(see column B: Utah Public Schools Proof of Residency Model Procedures)**

- If the above information is not available, the school may request additional documentation for open-ended or month-to-month leases.

___ Valid driver’s license or form of identification and

Any **TWO** alternative documents showing current address

- ___ Most recent payroll stub
- ___ Most recent credit card statement
- ___ Current vehicle registration
- ___ Valid passport
- ___ Voter registration documentation
- ___ Church or religious records
- ___ W-2 form (dated within the past year)
- ___ Property tax bill (dated within the past year)
- ___ Valid Driver License showing current address

The following **do not** establish residency:

Property owned in school district boundaries

PO box in school district boundaries

Letters from friends or relatives

If you have additional questions, please contact the Department of Planning and Enrollment at (801) 826-5181

**UTAH STATE BOARD OF EDUCATION
UTAH PUBLIC SCHOOLS PROOF OF
RESIDENCY MODEL PROCEDURES**

Before a student is enrolled in a Utah public school, the student’s parent(s) or legal guardian(s) must show proof of Utah residency in the school district in which the student desires to enroll.
(UC.A. 53A-2-201)

Below are examples of documentation a school may request to show residency:

Column A	Column B (DOCUMENT MUST SHOW CURRENT ADDRESS)
<p>Copy of deed AND/OR record of most recent mortgage payment; or</p> <p>Copy of Lease AND record of most recent rent payment; or</p> <p>Legal affidavit from landlord affirming tenancy AND record of most recent rent payment if available, or statement in body of affidavit that family is living there free of charge and for what period of time; or</p> <p>Other documentation acceptable to the school district/charter school that confirms Utah is the legal guardian’s primary residence; or</p> <p>If none of the above is available, a legal affidavit from the leader of a recognized established religious unit (ward, stake, parish, mosque, synagogue) affirming that the family lives at the address designated by the parent/legal guardian.</p>	<p>Dated within the past 60 days:</p> <ul style="list-style-type: none"> • Letter from approved government agency, such as assisted housing, food stamps, or unemployment payments • Payroll stub • Bank or credit card statement • Utility bill or work order such as: <ul style="list-style-type: none"> - Gas bill - Electric bill - Home telephone or cell phone bill - Cable bill - Change of address form for U.S. mail • Valid driver license • Current vehicle registration • Valid Utah photo identification card • Valid passport • Voter registration documentation • Church or religious records <p>Dated within the past year:</p> <ul style="list-style-type: none"> • W-2 form • Excise (vehicle) tax bill • Property tax bill
<p>Note: THIS IS A MODEL ONLY. School personnel should determine the forms of documentation necessary to satisfy residency requirements for public school enrollment. It is not necessary for school personnel to retain documentation provided by a student’s parent(s) or legal guardian(s) once residency has been confirmed.</p>	
<p>The following do not establish residency:</p>	
<ul style="list-style-type: none"> • Powers of attorney • Letters from friends or relatives 	<ul style="list-style-type: none"> • Property owned in Utah school district boundaries • P.O. box in school district boundaries

THIS PROOF OF RESIDENCY MODEL SHOULD NOT BE USED FOR HOMELESS STUDENTS

Utah State Board of Education
Law and Professional Practices
250 East 500 South
P.O. Box 144200
Salt Lake City, Utah 84114-4200