

UTAH STATE OFFICE OF EDUCATION
 UTAH PUBLIC SCHOOLS PROOF OF RESIDENCY
 MODEL PROCEDURES
 Revision Date: 9/4/2013

Before a student is enrolled in a Utah public school, the student's parent(s) or legal guardian(s) must show proof of residency in the school district which the student desires to enroll.

(UC.A. 53A-2-201)

The following documents shall be used in determining residency:

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

Note: THIS IS A MODEL ONLY. School personnel should determine the forms of documentation necessary to satisfy the 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.

The following do not establish residency:	
<ul style="list-style-type: none"> • Powers of attorney • Letters from friends or relatives 	<ul style="list-style-type: none"> • Property owned in school district boundaries • P.O. box in school district boundaries

THIS PROOF OF RESIDENCY MODEL DOES NOT APPLY TO HOMELESS STUDENTS

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