

**ADMINISTRATIVE CIRCULAR NO. 12**  
Neighborhood Schools and Enrollment Options

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** August 21, 2017

**To:** Principals, Vice Principals, Counselors and Enrollment Staff

**Subject:** VERIFICATION OF RESIDENCE FOR ENROLLMENT PURPOSES

**Department and/or Persons Concerned:** Principals, Vice Principals, Registrars, School Site Officer Managers, and Attendance/Enrollment Clerks

**Due Date:** Enrollment Periods

**Reference:** Education Code Section 48200; Title 5, California Code of Regulations Section 432; District Administrative Procedure Nos. 6120 and 6123, AB490, ESEA

**Action Requested:** Requirement for Proof of Residence

**Brief Explanation:**

The California Department of Education requires that schools annually verify the residence of their students. A parent or legal guardian may establish residency with a wide range of documents that provide reasonable evidence that the student meets residency requirements for the school. If residency has been previously established with documentation, it is not necessary to obtain again, as long as the parent signature on the enrollment card reconfirms the same resident address.

A copy of one of the following documents is acceptable to establish residence within a school's attendance area:

1. A recent utility bill (SDG&E, cell phone, water, cable)
2. A rental agreement or rent payment receipts
3. Property tax payment receipts
4. Mortgage documents
5. Military housing orders up to 6 months in advance

Copies of the provided documentation should be made for the student's records. If none of these documents are available, a declaration (statement under oath) by the parent or legal guardian indicating an address within the school's attendance area is acceptable. (See Attachment 1 for a copy of the declaration.) Declarations made under oath do not need to be notarized. Please do not ask families to request letters from utility providers. It is acceptable for new families to sign the declaration and bring in a utility bill in 30-60 days. **Schools are requested to discard all site generated affidavits of residency or occupancy and cease the practice of requiring notarization of forms.**

If the student is not living with the parent or guardian, the adult with whom the student is living may complete a "Caregiver's Authorization Affidavit" form and present proof of residence. (See

Attachment 2 for a copy of the Caregiver's Authorization Affidavit.) The purpose of this form is to verify a student's residence when a child is living with relatives/guardians or other care giving adult. It is not to be used to circumvent the District's Choice process. Completion and the signing of the affidavit are sufficient to authorize enrollment and school related medical care.

The legal residence of a student is where the parent/guardian or caregiver resides unless the student is a homeless unaccompanied youth and is not in the physical custody of a parent or legal guardian. A youth in this situation must be enrolled immediately and the school should contact the Office of Children and Youth in Transition (CYT) at 619-725-7376 for assistance.

Federal law requires that homeless students and state law requires that foster students be allowed to enroll in school, attend classes and participate fully in school activities even if they do not have all of the required school records, medical records and **proof of residency**. Personnel at the school of enrollment must work with the parents or guardians to obtain all required documents. It is the intent of this legislation to keep homeless students in their *school of origin*, that is, the school they attended when permanently housed or in which they were last enrolled. Homeless students may also choose to enroll at the neighborhood school in which their temporary address resides. Any questions concerning homeless, unaccompanied youth or foster students' enrollment should be directed to the Office for Children and Youth in Transition at (619) 725-7376.

Please use the correct residence status for homelessness when enrolling students in PowerSchool. It is important to accurately reflect the most appropriate living arrangement in the student database in order for students to receive immediate eligibility for free breakfast/lunch and/or other available services.

Schools should not require multiple or original documents to establish residency, nor exercise undo scrutiny over the legally required documentation provided by parents or guardians.

Questions concerning this circular should be directed to the Neighborhood Schools and Enrollment Options Office at (619) 260-2410.

Marceline Marques  
Director  
Neighborhood Schools and Enrollment Options Office

APPROVED:



Greg K. Ottinger, Ed.D.  
Chief Business Officer

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Attachments (2)

Distribution: List B, D, E, F