

# PROOF OF RESIDENCY

## **Kindergarten — Grade 12**

Registration and enrollment for Kindergarten - Grade 12 requires completion of either proof of residency or an out of county request form. Each school will have the forms necessary to register and enroll your child.

All students registering for any Lafayette County public school must adhere to the Proof of Residency Requirements as described below.

## **Proof of Birth, Vaccination, Physical Examination & Other Documentation**

All registrants must provide all the following:

\*\*Birth certificate or valid evidence of date of birth

\*\*Florida certification of immunization or exemption

\*\*Physical examination for all students who have never attended a Florida public or private school (physical must be no more than 12 months old at the time of the student's enrollment)

\*\*Most recent report card, if granted from another district

## **Proof of Residency Requirements**

Proof of residence is required before a student is enrolled in his/her properly assigned school.

For registration and subsequent enrollment, the parent or legal guardian must complete the district's student registration form and submit: 2 (two) documents from the sources listed in Column A (both sources of information must match) or 1 (one) document from Column A and 2 (two) documents from Column B (all sources of information must match).

Please contact the District's Director of Curriculum and Learning directly for clarification regarding other accepted official identification sources not listed below if you believe your circumstances warrant special consideration.

**Column A**

Duke Energy or Suwannee Valley  
Electric Cooperative bill  
Mortgage Agreement (or closing  
statement)  
Lease Agreement (from a company, or  
\*private individual)  
Driver's License or State ID

**Column B**

Credit Card Statement  
Bank Account Statement  
US Postal Service Confirmation of  
Address Change  
Current Bank Account Statement  
(may block out account number)  
Vehicle Registration  
Payroll Statement  
Current Non-cellular Phone Bill  
Vehicle Registration

\*Private lease agreements must be notarized AND two additional documents from columns B are required.

**Inaccurate Address Information**

For good cause, such as but not limited to cases where the principal/designee believes that a student's enrollment information is inaccurate due to returned mail or reasonable suspicion that the student is not residing at the claimed address, the following procedures may be implemented at the discretion of the Principal/designee (based on sufficient resources):

- A call or a home visit may be made, or a letter may be sent to parent(s) who have conflicting address information, requesting that the parent verify and update enrollment information.
- The school staff may examine the Property Appraiser's Website to determine the parent's homestead (primary residence) location. The homestead address of the parent will be used as a factor to determine the student's assigned school. A conflicting address may require further investigation.