

**SERIES 400
STUDENTS**

Board Exhibit 420

PROOF OF RESIDENCY FOR SCHOOL ADMISSIONS

With tight budgets and increasing costs to provide a quality education to students, it is necessary to assure residents that their tax dollars are being used to serve only those students who are entitled by state and federal law, and Board policy, to attend school in the District. Before any student is admitted to Marshall Public Schools, the student's parent or legal guardian* or the adult student must prove legal residence in the Marshall Public School District. Families whose primary residence is outside of the Marshall Public School District boundaries are not eligible to attend Marshall Public Schools except as permitted by law.

All students must submit at least one proof-of-residency documents. The document must be pre-printed with the name and address of the student's parent or guardian* or the adult student and must be presented at the time of registration or at the request of the District to confirm residency if questions arise after enrollment.

All applicants must submit at least one document from the approved list:

- Current signed lease (including the landlord's name, address, and phone number)
- Closing statement or residential purchase agreement
- Current utility bill (within past 60 days) containing address (Gas, electric, cable, water or telephone bill. Cellular phone bill is NOT an acceptable document)
- Current payroll deposit record containing current address (within past 60 days)
- Current W-2 form containing address
- Current signed *Residency Without Ownership or Lease of Property* form (if living with another resident)
- Current property tax statement containing address

**Legal guardianship requires additional documentation from a court or agency.*

This residency policy does not apply to homeless students, non-resident students or open enrolled students.

Legal References:

Cross References: 420 School Admissions
420ae Residency Without Ownership or Lease of Property

Date of Adoption: October 17, 2012

Dates of Revision: March 18, 2015