

PLYMOUTH-SHILOH LOCAL SCHOOLS – RESIDENCY VERIFICATION

Acceptable Forms of Address Proof

Proof of residence is required of all first-year and renewal applicants. Documents submitted must contain the parent/guardian's name, current address and the date. The date should be current. Nothing handwritten (e.g., receipts, notes, etc.) will be accepted. Post office boxes are not acceptable either. Parents/guardians must document residency by providing the school with one of the following utility bills (to be accompanied with their request or renewal forms):

1. Electric
2. Gas
3. Water
4. Sewer
5. Home telephone bill (not cellular telephone)
6. Cable
7. Lease/rental agreement (the whole document, all pages, must include signatures of both parties), and one other official document
8. Monthly mortgage statement

If utilities are not in the name of the parent/guardian of the student, the following alternative must be completed instead:

- A. Provide a signed, notarized, written statement from the party with whom the parent/guardian states they reside with/rent from. This letter must be from the third party and not the parent himself/herself.
- B. A copy of a current utility bill in the name of that third party, AND
- C. A copy of a piece of current business type mail in the name of the parent/guardian.
 - a. Business mail would be things such as pay stubs, car notes, car insurance, monthly bank statements, and official document from a government agency. Some business with which the parent/guardian is currently doing regular business.
 - b. NO credit card solicitations or service set-up work orders. NOTHING HAND WRITTEN.
- D. Following is an example of how this alternative works: Ms. Smith's daughter has an EdChoice scholarship. She and her daughter reside with her uncle, Mr. Brown. Mr. Brown will need to write a statement and have it notarized. He will also need to provide a copy of a current utility bill in his name, since he owns or rents the property. Ms. Smith must provide a copy of last month's bank statement. Compiled together, this alternative will suffice as proof of residence for the student regarding the current school year. She must do this annually. If she should move and obtain utilities in her name, then this alternative method is no longer her option and she must comply with the required utility bill requirement instead.
- E. Following is another example of how this alternative works: Mr. Johnson's son has an EdChoice scholarship. Mr. Johnson and his son live in an apartment. All of the utilities are included in the price of the rent, so Mr. Johnson does not receive any utility bills in his name. Mr. Johnson will need to obtain a notarized letter from the rental office confirming that he and his son live in the apartment. Mr. Johnson will also need to provide another form of address proof, such as a current pay stub or bank statement.

Unacceptable proof of address includes tax forms, junk mail, and driver's licenses.

Parents/guardians must remember to keep the school informed of any address changes that occur and to submit the required documentation to ensure continued program eligibility.