

PROOF OF RESIDENCY INSTRUCTIONS

WHY does Smithville School District require Proof of Residency?

As part of a continued focus on maintaining fiscal accountability to our taxpayers and patrons, ensuring our tax dollars are spent on Smithville School District students, the District requires proof of residency.

WHO is required to provide Proof of Residency?

All new families to the district and families with incoming Kindergarten, 4th grade, 7th grade, and 9th grade students are required to provide proof of residency. In addition, verification of residency will be required anytime there is an address change, regardless of grade level. All address changes must be submitted by using the Student Demographic Address Change Form found on the District's website (SmithvilleSchoolDistrict.net) along with acceptable proof of residency to the Smithville District Office either in person or email.

WHAT is required to complete the Proof of Residency process?

The following items are required to complete the Proof of Residency process:

- 1 **Completed and signed Proof of Residency Form.** Document can be found on the District's website (SmithvilleSchoolDistrict.net) or at the Smithville District Office (655 S Commercial Ave, Smithville, MO 64089).
- 2 **Acceptable documentation of residency.** See the table below for acceptable and unacceptable sources of documentation. **The documentation must:** 1) be dated within 60 days of prior to enrollment and 2) include parent(s) name(s) and current address.

✓ ACCEPTABLE Documentation	✗ UNACCEPTABLE Documentation ✗
✓	<ul style="list-style-type: none"> ✗ Telephone Bill ✗ Cable Bill ✗ Driver's License ✗ Printed Check ✗ General Mail ✗ Property Tax Receipt ✗ Residential Warranty Deed ✗ Bank Statement ✗ Insurance Bill ✗ Final or Disconnected Notices
✓	
✓	<ul style="list-style-type: none"> ✗ Smartphone images of documentation are unacceptable.
✓	

WHERE do we complete the Proof of Residency process?

Proof of Residency verification can be completed by using any one of the three options listed below.

Send attention to: **Residency Verification**

U.S. MAIL	Mail required documents to District Office at 655 S Commercial Ave, Smithville, MO 64089.
EMAIL	Email required documents to residency@smithville.k12.mo.us .
IN PERSON	Deliver required documents to student's school or District Office.

