

# 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, 3<sup>rd</sup> grade, 6<sup>th</sup> grade, and 9<sup>th</sup> 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.

## 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 May 1, 2017 or later, regardless of service dates, and 2) include parent(s) name(s) and current address.

✓	ACCEPTABLE Documentation	⊘	UNACCEPTABLE Documentation
✓	Electric, gas, sewer, or water utility statement, dated May 1, 2017 or later with parent(s) names(s) and current address. <u>(No final or disconnect notices accepted).</u>	⊘	<ul style="list-style-type: none"> <li>▪ Telephone Bill</li> <li>▪ Cable Bill</li> <li>▪ Driver's License</li> <li>▪ Printed Check</li> <li>▪ General Mail</li> <li>▪ Property Tax Receipt</li> <li>▪ Residential Warranty Deed</li> <li>▪ Bank Statement</li> <li>▪ Insurance Bill</li> </ul>
✓	Current residential lease agreement, signed by resident and landlord. Ending date cannot be before August 17, 2017.		
✓	Residential housing contract (purchase) with possession or closing date within 90 days of the first day of school (November 17, 2017).	⊘	Smartphone images of documentation are unacceptable.

## WHEN AND WHERE do we complete the Proof of Residency process?

Proof of Residency verification can be completed between the dates of May 1, 2017 and August 11, 2017 by using any one of the four options listed below. Send attention to: Residency Verification.

<b>U.S. MAIL</b>	Mail required documents to District Office at 655 S Commercial Ave, Smithville, MO 64089.
<b>EMAIL</b>	Email required documents to <a href="mailto:residency@smithville.k12.mo.us">residency@smithville.k12.mo.us</a> .
<b>FAX</b>	Fax required documents to District Office at (816)532-4192.
<b>IN PERSON</b>	Deliver required documents to student's school or District Office.





**SCHOOL ADMISSIONS**  
*(Proof of Residency Form)*

In order to satisfy the districts residency requirements, the student, parent, military guardian, court-appointed legal guardian or person acting as a parent must provide one (1) or more of the following items as proof of residency. Please list which document you are attaching:

- |   |  |
|---|--|
| <input type="checkbox"/> Current Lease                | <input type="checkbox"/> Current Electric Bill   |
| <input type="checkbox"/> Current Rental Agreement     | <input type="checkbox"/> Current Gas Energy Bill |
| <input type="checkbox"/> Residential Housing Contract | <input type="checkbox"/> Current Water Bill      |

**Student Information**

Name of Student: \_\_\_\_\_ Grade in/entering \_\_\_\_\_

Name of Student: \_\_\_\_\_ Grade in/entering \_\_\_\_\_

Name of Student: \_\_\_\_\_ Grade in/entering \_\_\_\_\_

Name of Student: \_\_\_\_\_ Grade in/entering \_\_\_\_\_

Address Where Student is Living: \_\_\_\_\_

Name and Relationship of Person with Whom Student Is Living With:

Self \_\_\_\_\_

Parent \_\_\_\_\_

Guardian \_\_\_\_\_

Person Acting as a Parent \_\_\_\_\_

Other: \_\_\_\_\_

**NOTICE:** According to ' 167.020, RSMo., any person who knowingly submits false information to satisfy the residency requirements shall be subject to class A misdemeanor charges and may be civilly liable for expenses incurred while the student was enrolled. By signing this form, you are certifying to the district that the above information is accurate.

\_\_\_\_\_  
Signature of Parent, Guardian, Person Acting As a Parent, or Student if Applicable

Date: \_\_\_\_\_

<b>For Office Use Only</b>
Reviewed by: _____
Date of first attempt: _____
Notes: