

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	✗
✓	Current Electric, gas, sewer, or water utility statement, dated within last 60 days of enrollment with parent(s) names(s) and current address. (<u>No final or disconnect notices accepted</u>).		<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 	
✓	Current residential lease/rental agreement, signed by resident and landlord. Ending lease/rental date shall not be 30 days before the end of the school year.			
✓	Residential Real Estate Sales Contract with possession or closing date must be within 90 days of the first day of enrollment.		✗ 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.





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/Rental Agreement | <input type="checkbox"/> Current Electric Bill |
| <input type="checkbox"/> Current Settlement/Closing Statement | <input type="checkbox"/> Current Gas Energy Bill |
| <input type="checkbox"/> Residential Real Estate Sales Contract
(closing date within 90 days) | <input type="checkbox"/> Current Water Bill |
| | <input type="checkbox"/> Current Sewer Bill |

Student Information

Name of Student: _____ Grade entering _____

Name of Student: _____ Grade entering _____

Name of Student: _____ Grade entering _____

Name of Student: _____ Grade entering _____

Address Where Student is Living: _____

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

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: _____

For Office Use Only
Reviewed by: _____
Date of first attempt: _____
Notes: