



RESIDENCY VERIFICATION STUDENTS

D04.00
Revised
JUL 1985
Page 1 of 3

PROCEDURE

Introduction

The basis for the school assignment of each Seattle public school student is the student's place of residence within an elementary school attendance area. Accurate, precise student addresses are essential. Therefore a residence verification process is necessary to ensure equity in the school assignment process.

Identification

Documentation - examples of acceptable documentation are:

1. Final documents showing purchase or construction and occupancy of a home at a specific address for the parent(s) or guardian(s).
2. A copy of a rent or lease agreement, signed by the landlord, showing the move of the parent(s) or guardian(s), the address, date of occupancy, and financial considerations.
3. A copy of a rent or lease agreement, signed by the landlord, showing the parent(s) or guardian(s) name and mailing address. A Post Office box number is not acceptable for this purpose.
4. A check book in which the name of the parent(s) or guardian(s) and the address is printed on the checks.
5. A bank statement showing the name and address of the parent(s) or guardian(s).
6. A driver's license with the parent's or guardian's name and address.
7. Documents of public agencies, e.g., courts, Department of Social and Health Services, hospitals, etc., showing parent's or guardian's name and address. A telephone number, if the parent(s) or guardian(s) cannot provide documentation. Verification can be made by calling Directory Assistance.



RESIDENCY VERIFICATION
STUDENTS

D04.00
Revised
JUL 1985
Page 2 of 3

Procedure

Whenever a student seeks admission to a school or program and his/her name is ilq1 on the data processing rosters of students assigned to that school, the residency verification process will be followed.

1. The parent *or* adult student must provide documentation to verify residency. Examples of acceptable documentation are listed in the identification section of the procedure.
2. The school staff person:
 - A. Using the most recent address and feeder pattern directories will verify that the address is within the school's attendance area *or* feeder pattern. If the address is not in the school's attendance area or feeder pattern, the parent should be referred to the proper school. If the school staff cannot make a determination because of a unique address or inability to precisely locate the address on the map, a call should be made to the Office of Student Placement, or to the Student Information Systems Office to confirm the attendance area and feeder pattern.
 - B. Reviewing the request, will refer the parent(s) *or* guardian(s) to the student placement office to obtain authorization to enroll the student in the proper school -- if there is significant doubt as to the validity of residency verification documents or if the parent(s) or guardian(s) cannot provide documentation.
 - C. Reviewing the residency verification documentation, will note in the proper space on the Registration Record the type of verification documents. A copy *of* the documentation should be made and filed in the student folder.
3. If the student is nq1 accompanied by a parent *or* legal guardian at the time of registration, the student may be tentatively registered, but instructed to bring residency verification documents to school as soon as possible. A telephone call to parent(s) or guardian(s), explaining the verification process is also recommended. The registration will remain tentative until required documentation is presented.
4. If the student does not reside with a parent(s) or legal guardian(s), similar verification must be provided by the student.



RESIDENCY VERIFICATION
STUDENTS

D04.00
Revised
JUL 1985
Page 3 of 3

5. Special Circumstances - While it is true that the effective implementation of the Seattle school district student assignment system depends upon accurate. Verified student/parent/guardian addresses. Certain situations will arise in which the address is self-evident or otherwise requires no verification.
- A. In such cases. The staff member should make an appropriate notation in the address verification section of the registration record and enter into the student folder an explanation of the situation.
 - B. As a general rule, the school staff person will require the regular verification or if in doubt, will check with the office of student placement.