



## Residency Verification Notice

### All New and Continuing Students in the Acalanes Union High School District

Dear Parents, Students, and Staff:

Due to concerns regarding school overcrowding and the ability to accurately project staffing at our schools, the Acalanes Union High School District is now requiring that all students provide proof of residency each school year. Hopefully the enclosed information will eliminate some of the burdens involved with the process while putting to rest some of the speculations that have arisen.

The Acalanes Union High School District is not trying to reduce the number of students in our district. The goal of the verification process is to provide all the students who reside in the district with the best educational environment. The ultimate goal is that all students will be able to attend the school serving their attendance area.

Additionally, the district will continue to accept inter-district transfer students. It is crucial that all students who do not live in the AUHSD attendance area fully comply with the proper paperwork that must be generated from their district of residency. The AUHSD cannot accept a student who has not been released by his/her district of residency. All parents and students are encouraged to take the appropriate steps to ensure that state guidelines for enrollment are met. Please note that the placement of inter-district transfer students is at the discretion of the district. Inter-district transfers will not be placed at a school with impacted enrollment. Such a placement would not be conducive to the establishment of the optimum learning environment for students. Las Lomas High School is not a placement option for inter-district or intra-district transfer requests. However, there are excellent school placement opportunities available within the district.

All students will be required to have three forms of residency verification on file in order to begin the school year. Utility bills will not be accepted as a form of residency. Examples of appropriate proof of residency are:

Group (1)	Group (2)	Group (3) *
<input type="checkbox"/> Current Passport of Parent/Guardian <input type="checkbox"/> Current Driver License of Parent/Guardian <input type="checkbox"/> Current California ID of Parent/Guardian <input type="checkbox"/> Current Military ID of Parent/Guardian  ❖ Parent/Guardian must arrive in person in order to verify identity.	<input type="checkbox"/> Current Rental/Lease Agreement <b>WITH</b> the following: -Parent/Guardian AND Student names -Manager or owner name & telephone # -Written verification of <b>current status</b>  ❖ Does NOT include rented portions of a house or apartment or agreements formulated by relatives. <input type="checkbox"/> Current Property Tax Bill <input type="checkbox"/> Current Homeowner's or Renter's Insurance Policy	<input type="checkbox"/> Current State or Federal Tax Returns <b>WITH</b> W-2 or 1099 attached <input type="checkbox"/> Current Payroll Check Stub <b>WITH</b> name & address (not a personal check) <input type="checkbox"/> Current correspondence from an official government agency not used in groups 1 & 2: <ul style="list-style-type: none"> <li>• IRS/Social Security/Child Support/Foster Care</li> <li>• Voter Registration/Polling information</li> <li>• Jury Summons/Subpoena</li> <li>• ANY Current Document from Federal, State, or County agency <u>excluding DMV</u></li> </ul>

Please note that documents will be accepted for enrollment during the month of August. A clearance form will be issued by a school administrator or designee. The district has no desire to see personal information such as earnings and amount of taxes paid. It is preferred that such information be blacked out. The only interest of the district is to facilitate the proper enrollment of all students. District office staff will assist school staff with verifications that do not clearly meet the guidelines provided within this letter.

It is the district's belief that these procedures will lead to a positive learning environment for all students.

Should you have any questions regarding these residency verification procedures, please contact the district office at [residency@acalanes.k12.ca.us](mailto:residency@acalanes.k12.ca.us) .