

**ADMINISTRATIVE CIRCULAR NO. 4**  
Neighborhood Schools and Enrollment Options

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** August 26, 2021

**To:** Principals, Vice Principals, Counselors and Enrollment Staff

**Subject:** VERIFICATION OF RESIDENCE FOR ENROLLMENT PURPOSES

**Department and/or Persons Concerned:** Principals, Vice Principals, Registrars, School Site Officer Managers, and Attendance/Enrollment Clerks

**Due Date:** Enrollment Periods

**Reference:** Education Code Section 48200; Title 5, California Code of Regulations Section 432  
Board Policy (BP) 5111 Admission, 5125 Student Records  
Administrative Regulation (AR) 5125 Student Records, AB 490, ESEA

**Action Requested:** Requirement for Proof of Residence

**Brief Explanation:**

The California Department of Education requires that schools verify the residence of their students upon enrollment. A parent or legal guardian may establish residency with a wide range of documents that provide reasonable evidence that the student meets residency requirements for the school. If residency has been previously established with documentation, it is not necessary to obtain it again, as long as the parent signature on the enrollment card reconfirms the same resident address.

A copy of one or more of the following documents are acceptable to establish residence within a school's attendance area:

1. A recent utility statement (SDG&E, cell phone, water, cable)
2. A verifiable rental agreement or rent payment receipts
3. Property tax payment receipts
4. Mortgage documents
5. Military housing orders up to 6 months in advance

Copies of the provided documentation should be made for the student's records. Because rental agreement and rental receipt templates can be downloaded or purchased, it is important to ensure that there is landlord or management contact information on these documents. If none of these documents are available, a Declaration of Residency (statement under oath) by the parent or legal guardian indicating an address within the school's attendance area is acceptable. (Attachment 1.) Declarations made under oath do not need to be notarized. Letters from utility providers are not

acceptable as verification of residency. It is acceptable for new families to sign the declaration and bring in a utility bill in 30-60 days.

If the student is not living with the parent or guardian, the adult with whom the student is living may complete a “Caregiver’s Authorization Affidavit” form and present proof of residence. (Attachment 2.) The purpose of this form is to verify a student’s residence when a child is living with relatives/guardians or other caregiving adults. It is not to be used to circumvent the District’s Choice process. Completion and the signing of the affidavit are sufficient to authorize enrollment and school-related medical care.

The legal residence of a student is where either parent, guardian, or caregiver resides. It should be noted that in the case of parents living in separate residences, either address may be used to enroll a pupil, regardless of custody arrangements.

Federal law requires that unaccompanied youth, homeless students, and foster students be allowed to enroll in school, attend classes and participate fully in school activities even if they do not have all of the required school records, medical records, and **proof of residency** readily available. Personnel at the school of enrollment must work with the parents or guardians to obtain all required documents. It is the intent of this legislation to keep students in their *school of origin*, that is, the school they attended when permanently housed or in which they were last enrolled. Homeless students may also choose to enroll at the neighborhood school in which their temporary address resides. Any questions concerning homeless, unaccompanied youth, or foster students’ enrollment should be directed to the Office for Children and Youth in Transition at (619) 725-7376.

Please use the correct residence status for homelessness when enrolling students in PowerSchool. It is important to accurately reflect the most appropriate living arrangement in the student database in order for students to receive immediate eligibility for free breakfast/lunch and/or other available services.

Schools should not as a rule require multiple or original documents to establish residency, nor exercise undue scrutiny over the legally required documentation provided by parents or guardians. However, if there is reasonable doubt as to residency, sites may request more than one verifying document. Sites may also conduct home visits to verify residency.

Questions concerning this circular should be directed to the Neighborhood Schools and Enrollment Options Office at (619) 260-2410.

APPROVED:

Marceline Marques  
Operations Support Officer  
Neighborhood Schools and Enrollment Options Office

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Attachments: 1 – Residency Declaration (English & Spanish)  
2 – Caregiver’s Authorization Affidavit (English & Spanish)