



Lafayette School District

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Frequently Asked Questions Regarding Residency Verification

Why is the district asking for annual re-verification of proof of residency?

The Lafayette School District is aligning with the Acalanes High School District in requiring **annual** re-verification of proof of residency. Our district has a legal obligation to verify that all of our students either legally reside within district boundaries or are attending through the use of an approved interdistrict transfer.

What do I need to provide for proof of residency and re-verification?

Every family needs to annually provide three types of **original** documentation from each of the following groups at their attendance area school site:

Group 1	Group 2	Group 3
<ul style="list-style-type: none"><input type="checkbox"/> Current Passport of Parent/Guardian<input type="checkbox"/> Current Driver License<input type="checkbox"/> Current CA ID (issued by the California Department of Motor Vehicles) of Parent/Guardian<input type="checkbox"/> Current Military ID of Parent/Guardian	<ul style="list-style-type: none"><input type="checkbox"/> Current Rental/Lease Agreement with the following: Parent/Guardian & Student names; Manager or owner name & telephone #; written verification of current status<input type="checkbox"/> Current Property Tax Bill<input type="checkbox"/> Affidavit of Residency (Inquire at school office for further information)	<ul style="list-style-type: none"><input type="checkbox"/> Current State or Federal Tax Returns with W-2 or 1099 attached<input type="checkbox"/> Current Payroll/Check Stub with name & address<input type="checkbox"/> Current correspondence from a Federal, State or County government agency not used in Groups 1 & 2: (Not DMV)<ul style="list-style-type: none">○ IRS/Social Security/Child Support/Foster Care○ Voter Registration/Polling Information○ Tickets/Citations/Jury Summons/Subpoena

To expedite the re-verification process, please bring in **original** documentation with a photo copy of the originals. Photo copies will not be accepted if not accompanied by original documents.

I have more than one student at different schools. Where do I go to re-verify my proof of residency?

Parents with more than one student will need to provide proof of residency at each child's school.

Where is residency information filed?

All residency information will be kept in paper form in district files. Parents/Guardians are encouraged to ink out all information on documents other than what is needed for proof of residency.

I have a month-to-month lease. What do I need to provide?

Month-to-month renters should provide a copy of the original lease with a letter from the Manager/Owner stating that you currently reside at their property, naming you and your student(s). The letter should also include the Manager/Owner's name, address and telephone #.

I pay my property taxes online. My name does not appear next to my address. What can I do?

Residents who pay property taxes online can provide a copy of the bill with the email reminder from the Contra Costa County Tax Assessor. Residents can also send an email request to the Tax Assessor through a link of their website to obtain a copy of property tax bills. The returned email from the Tax Assessor associates an owner's name with the property.

What do I do if my family moves mid-school year within the Lafayette School District.

Registered families should notify their attendance area school within 72 hours of a change of residence. Original documentation of the move should be provided within 30 days.

If a family changes attendance areas mid-year, an application for an Intradistrict Transfer to remain at the current school for the remainder of the current school year needs to be submitted to the District Office. The student moves to the new attendance area school in the subsequent year.

We are new to Lafayette. Can I register my child if the purchase of our new home is in escrow?

Families can only register their students once they can provide closing statement documents from escrow, or the grant deed.

We are new to Lafayette, and we do not have anything from Group 3.

The District may grant temporary 30-day residency to a student whose parent/guardian can provide a document from Group 2 to begin the residency process. Families have 30 days to provide documentation from Group 3.

How will unusual residency situations be handled?

Families will be referred to the District Office Clerk to review documents and answer all questions that may arise during the residency verification process.