Laguna Beach Unified School District

School Year 2019-20

NEW STUDENT *RESIDENCY VERIFICATION FORM*

Current School	
Date	

FILL OUT ONE FORM FOR EACH CHILD AT EACH SCHOOL

☐ *Please check if address is different than last year.*

The Laguna Beach Unified School District may ONLY enroll students whose Parent(s) or Guardian(s) reside within school district boundaries (Education Code 48204). This form has been provided to help us verify the location of your residence. In cases in which residency is in question, the school district may conduct a residency investigation. Residency verification is a parent responsibility and falsification of information provided on this document **will be grounds for immediate cancellation of enrollment.** Please **attach copies** of the information requested so that we may legally enroll/re-enroll your child in the Laguna Beach Unified School District:

Student Name: _____ **DOB:** _____ **2019/20 Grade:** _____
(First Name) (Last Name)

Name: _____ Home Phone: ( ) _____

Relation: ☐ **Parent** ☐ **Guardian** ☐ **Caregiver** Cell Phone: ( ) _____

Work Phone: ( ) _____

Address: _____ CA _____
(Street Address) (City) (State) (Zipcode)

☑ Please check the box below indicating the form of ***Verification of Identity*** you will submit as the student's parent, caregiver, licensed foster agency or group home representative, or California Superior Court-appointed legal guardian:

☐ **Driver's License** (any photo driver's license or CA ID Card is permitted)
☐ **Government Issued ID with photo**
☐ If an agent or representative of social services or foster care agency, appropriate identification.

☑ **Proof of Residency:** At least one (1) item from each **category 1 and 2 below** (Address on documents must be residence property address)

1. ☐ **The most current copy** of your Mortgage Statement or Lease/Rental Agreement in your name showing residence property address and signatures of lessor/lessee and **names of all occupants of the leased residence.**(If you are on a month-to-month lease/rental agreement, you will also need to provide the most current month's rental receipt or cancelled check)***

2. ☐ **A Current Utility Bill**
In the event a utility service connection is used as proof of residency, then a utility bill (both parts, in English) must be provided within 45 days to assure continued enrollment.

If you are sharing a residence and the utilities are not in your name or if you are a renter and the utilities are included in the rent, you must provide one of the following in your name:

- **Current** proof of residency from the Orange County Registrar of Voters
- **Current** Property Tax or Income Tax Documents (from the IRS, State, and or County)
- **Current** correspondence from a government agency
- **Current** Payroll Stub (both name and address must appear on payroll stub)

☑ **Residency Affidavit Form**

☐ Completed *Residency Affidavit Form* attached.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Signature of Parent/Guardian/Caregiver: _____ Date: _____

Residency Verification (Staff Only):
Verified in Aeries: _____ School Official: _____ Investigation Req. /Missing Docs: _____ Date: _____

Laguna Beach Unified School District

RESIDENCY VERIFICATION AFFIDAVIT FORM

School Year 2019-20

☐ HOMEOWNER ☐ RENTER ☐ CO-RESIDENT (See Form 2 attached)

Student: _____ _____ _____ _____

(Last Name) *(First Name)* *(2019-20 School)* *(2019-20 Grade)*

☐ Parent
☐ Guardian
☐ Caregiver

_____ Phone: ( ) _____

(Last Name) *(First Name)*

☐ Parent
☐ Guardian
☐ Caregiver

_____ Phone: ( ) _____

(Last Name) *(First Name)*

Address: _____ _____ CA _____

Student Address City State Zip Code

NOTE: If legal custody of the student is split between two parents, you must provide a certified copy of the court order identifying each parent's respective physical and legal custody award. The parent(s) residing in Laguna Beach must have at least 50% physical custody. You also must inform your child's school of any changes to the court order within (5) days.

Please list below the names of additional siblings who attend an ***LBUSD School***

Student: _____ School: _____ Grade: _____

(Last Name) *(First Name)*

Student: _____ School: _____ Grade: _____

(Last Name) *(First Name)*

Student: _____ School: _____ Grade: _____

(Last Name) *(First Name)*

Student: _____ School: _____ Grade: _____

(Last Name) *(First Name)*

The address listed on this Residency Verification Form is my primary residence. I understand that the Laguna Beach Unified School District will verify all information that has been provide on the form. Such verification may include multiple home visitations. ***I agree to immediately notify the Laguna Beach Unified School District within 5 days if any change in the status of my residency, either within or outside the District.*** I understand that the District will actively investigate all cases where it has reason to believe that the information provided by me is false or incorrect. I also understand the District may refer cases in which false information has been intentionally provided to the Orange County District Attorney. False information on the Residency Verification form will lead to immediate withdrawal of the student from the District.

I declare under penalty of perjury that the foregoing is true and correct, and that any and all copies of documents submitted to verify my residency are true and correct copies of the original documents, and that any and all documents submitted have not been altered except for the crossing out of dollar amounts and account numbers, which is permitted for the purposes of this Residency Verification Affidavit. (Penal Code, Family Code, and Civil Code sections 118, 125, 126, 127)

DO NOT SIGN THIS FORM IF ANY OF THE ABOVE STATEMENTS ARE INCORRECT. Evidence that false information was provided may result in immediate withdrawal of the student from school and may lead to criminal and/or financial penalties.

_____ _____

Signature of Parent/Guardian/Caregiver Date

Laguna Beach Unified School District
RESIDENCY VERIFICATION AFFIDAVIT

School Year 2019-20

Form 2

The following sections are to be filled out only by parents/guardians who share a residence and are not the primary owner/renter/lessee

Section A **must** be completed (section B if the co-resident is not the owner) and attached to the Residency Verification Affidavit *only by those parents/guardians who share a home with another family or individual and are not the primary owner/renter/lessee.*

A. The *primary owner/renter/lessee* of the shared home is required to complete this section and attach a copy of the following items below:

☐ His/her driver's license or government issued photo ID
☐ Two proofs of residency from the list on the Residency Verification Form:

I, _____, (primary owner/renter/lessee) declare that I am the primary owner/renter/lessee of the address listed on Page 1 of this Residency Verification Affidavit and that the parent(s) or legal guardian(s) and the student(s), as stated in this Residency Declaration, reside in the property listed on a full-time basis. I further declare that all of the information provided in this Residency Verification Affidavit, including information provided by the parent(s)/guardian(s), is true and correct. I understand that home visitation and/or residency verification is a part of a periodic process to confirm residency established by a Residency Verification Affidavit. I will submit the required pieces of evidence to verify my residency. I agree to notify the Laguna Beach Unified School District if there is any change in the status of the residency of the persons listed on Page 1 or myself.

I declare under penalty of perjury that the foregoing is true and correct.

Executed on the date below in the County of Orange, California.

_____ _____
Signature of Primary Owner/Renter/Lessee Date

B. To be complete only by the Landlord of a rented/leased residence:

I, _____, declare I am the Landlord of the property listed on the Residency Declaration and that the parent(s) or legal guardian(s) and the student(s), as stated in this Residency Declaration, reside in the leased property on a full-time basis. I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct, and that any and all copies of documents submitted to verify residency on the leased property are true and correct copies of the original documents, and that any and all documents submitted have not been altered except for the crossing out of dollar amounts and account numbers which is permitted for the purposes of this Residency Declaration. (Penal Code sections 118, 126 and 127.)

I declare under penalty of perjury that the foregoing is true and correct.

Executed on the date below.

_____
Signature of Landlord

Executed on_____ in the county of _____, in the state of _____.
Date County State