

**CARLSBAD UNIFIED SCHOOL DISTRICT
ANNUAL RESIDENCY VERIFICATION CHECKLIST**

Student's Name: _____ School: _____ Grade: _____
Address: _____ City: _____ State: _____ Zip: _____
Parent / Legal Guardian Name: _____ Home/Cell Phone: _____
Student lives with: Parent(s) Relative(s) Court appointed legal guardian* Caregiver*

In accordance with California Education Code and the California Code of Regulations, all students must provide proof of district residency as part of the enrollment/registration process. Copies of the documents verifying district residency are to be collected during registration and placed in the student's permanent cumulative folder. This information is valid for the current school year.
Post Office boxes do not meet residency requirements. Only street address accepted.

Falsification of any residency/enrollment information is grounds for revocation of enrollment.
Principals and Carlsbad Police School Resource Officers may conduct home visits to verify residency/enrollment information.

I declare, under penalty of perjury under the laws of the State of California, that information I submitted in support of my student's enrollment is true and correct. I understand I may be subject to criminal prosecution for perjury in accordance with the law if I provide inaccurate or false information (Penal Code 118 & 126). I understand I must notify the school office within fifteen days if any of the above information changes.

Signature of Parent / Legal Guardian: _____ Date: _____

Be prepared to present the necessary documents from the sections below when enrolling your student.

Section A: To establish parent/legal guardian identity, one of the following valid documents was presented:

(New to CUSD only) Driver's License Passport Governmental Identification Card

Section B: To establish residency, one of the following valid documents was provided:

- City of Carlsbad water bill (entire first page) within the last 30 days
- SDG&E bill (entire first page)
- If paid online, provide **both** the Letter of Residency from SDG&E website **and full page of water bill**
- Final escrow papers – Requires SDG&E bill (entire first page) or City of Carlsbad water bill after 30 days of enrollment
- Rental / lease agreement – Requires SDG&E bill (entire first page) or City of Carlsbad water bill after 30 days of enrollment
- Shared housing: The following conditions must be confirmed:
 - * Responsibility of Utilities/Proof of Residence form must be completed at school by parent/guardian and homeowner.
 - * Homeowner's SDG&E bill (entire first page) or City of Carlsbad water bill within the last 30 days must be submitted.
 - * If the homeowner is not able to be present, then a notarized letter must be signed by the homeowner, listing the family members who reside at the address.

* Section C: If necessary to establish legal guardianship, one of the following valid documents was presented:

- Order placing student with foster parent Court order authorizing guardianship Caregiver's Authorization Affidavit

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- Lives within school site boundary Approved for Intra-District Transfer Approved for Inter-District Transfer

Verification completed by (School / District personnel signature): _____ Date recorded: _____