

JF-R

REGULATION

STUDENT ADMISSIONS

Name of Student

For purposes of future verification and identification, the legal name of a student, as verified by a birth document of some type, shall be the primary name used on all permanent-type school records.

Parents or guardians may desire to have their children called by other than their legal surnames. This is permissible, but shall be done only at the request of the legal guardian. A secondary name or "preferred name" may be included on any permanent type records, but shall be identified as such by using the term *AKA* (also known as) in front of the name.

- *Example: Williams, Rebecca G. (AKA: Becky Lewis).*

Proof of Residency

Each school shall require proof of residency from the parent/guardian of any student enrolling at a school for the first time. As long as the student is enrolled in that school, without a break in enrollment, it is not necessary to require proof of residency again.

When a student goes from elementary to middle school and from middle school to high school, the receiving school shall again verify residency.

Types of proof. The school shall accept any one (1) of the following documents as proof of residency, as long as the document is current and valid, it contains the name of the parent/guardian and the residence address:

- State, Tribal or Federal agency-issued identification (Arizona driver's license or identification card, Tribal enrollment certificate, United States passport, Social Security or Veterans' Administration, etc.)
- Home ownership documents (mortgage papers, mortgage payment book, property deed or tax bill, contract to purchase or build a home.
- Home rental documents (lease agreement, lease payment receipt, rent receipt, rental agreement.)
- Utility Bill (Electric, Gas, Water, Telephone or Cable).
- Arizona motor vehicle registration.

- Bank or credit card statement.
- Payroll stub or W-2 wage statement.
- If the parent/guardian is living with/staying with/renting from a friend/relative/acquaintance, a notarized statement from that person stating that the parent/guardian is sharing the domicile.