

SCHOOL DISTRICT OF SHOREWOOD

420-Guideline(2)

RESIDENCY DETERMINATION PROCEDURES

1. Proof of residency may be required for any resident attending the School District of Shorewood. One document from each of the lists is needed to prove residency in the district. Documents from list B must have been mailed to the resident address in the School District of Shorewood within thirty (30) days before or five (5) days after registration. Note that the documents must include the address of the residence within the district. In extenuating circumstances, administration will review other documentation and determine eligibility.

Approved Residency Document List

List A (including resident address)

- If renting, a signed current resident lease (including the landlord's name, address, and phone). If month to month, the lease must be for the month that the student is seeking enrollment in the Shorewood School District.

OR

- If a homeowner, a copy of the current property tax statement. If the home was recently purchased, a closing statement for purchasing the home.

List B (including resident address)

- Current month's utility bill (e.g. electric, gas, telephone)
- Auto or health insurance
- Driver's license renewal notice
- License plate renewal notice
- Food Share/Quest benefits
- Medicaid/Badger Care benefit statement
- W-2, SSI or other country, state or federal benefit statement

Post office boxes and property ownership are not sufficient proof of residence.

2. Children who are subject to joint custody orders may attend District schools if: (1) a child lives with both parents, the child may attend school in either parent's school district or (2) the child "lives

exclusively with one parent", the child may only attend school in the district that the child resides in with that one parent. Students are not considered registered and eligible to enroll until the residency verification process is complete.

3. For students pursuing school enrollment that live away from his/her parents with a resident of Shorewood, the Student Residency Form (Exhibit 1) must be completed. The Village of Shorewood Resident that the student will be residing with must provide proof of residency. This paragraph does not apply for students living with their parents in Shorewood.

4. The District reserves the right to request additional information to be used to establish residency.

5. Copies of any proof of residency will be kept and updated as needed.

6. Parent(s)/guardian(s) are obligated to notify the District immediately when the student moves outside the District.

7. Parent(s)/guardian(s) will be notified by certified mail if such parent/guardian is not in compliance with the above procedures, informing them that the student(s) will be withdrawn from the District.

APPROVED: February 11, 1997

REVISED: December 14, 2004
October 9, 2012