

**RESIDENCY ENROLLMENT CHECKLIST**

(To be used as a **guide** by Registrar/School Official-Not to be kept in student file-Informational only)

Name of Parent/Guardian \_\_\_\_\_  
Address \_\_\_\_\_  
City/State \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone Number - Home \_\_\_\_\_ Work \_\_\_\_\_

Name of Student \_\_\_\_\_  
Address \_\_\_\_\_  
City/State \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone Number \_\_\_\_\_ Date of Birth \_\_\_\_\_

**For address verification (Parent/Legal Guardian) (Attach copy of document) provide at least one document from each of the following lists:**

- | List A  | List B  |
|---|---|
| <input type="checkbox"/> <b>Current Rental contract</b>         | <input type="checkbox"/> <b>Current/ Unpaid Utility Bill</b>                            |
| <input type="checkbox"/> <b>Current Real Estate Contract</b>    | <input type="checkbox"/> <b>Current Voter Registration Card</b>                         |
| <input type="checkbox"/> <b>Current Real Estate Tax Receipt</b> | <input type="checkbox"/> <b>Current Bank Statement</b>                                  |
| <input type="checkbox"/> <b>Current Mortgage Statement</b>      | <input type="checkbox"/> <b>Current Credit Card Statement</b>                           |
| <input type="checkbox"/> <b>Current Homeowner’s Policy</b>      | <input type="checkbox"/> <b>Current Personal Property Tax Receipt</b>                   |
|   | <input type="checkbox"/> <b>Welfare, Social Security, or Other Legal Court Document</b> |

The primary criterion for residency is the family’s/child’s actual domicile. The district has the right to request additional proofs at any time or to employ other means to verify residence. **“Any person who knowingly submits false information to satisfy any requirement of this section is guilty of a class A misdemeanor. In addition to any other penalties authorized by law, a district board may file a civil action to recover, from the parent/legal guardian of the pupil, the costs of school attendance for any pupil who was enrolled at a school in the district and whose parent/legal guardian filed false information to satisfy any requirement of this section (167.151RSMo).”**

Basis for Admission of Student (167.020 RSMo)

- Resides with parent in the school district
- Resides with legal guardian in the school district (Copy of court ordered guardianship must be attached. A guardian may be appointed for the sole and specific purpose of school registration (SB944)).
- Resides with a military guardian in the school district (SB944).

\_\_\_ Homeless child (person less than 21 years of age who lacks a fixed, regular and adequate nighttime residence), including a child who is:

- A. \_\_\_ Is sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; is living in motels, hotels, or camping grounds due to lack of alternative adequate accommodations; is living in emergency or transitional shelters; is abandoned in hospitals; or is awaiting foster care placement;
- B. \_\_\_ Has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- C. \_\_\_ Is living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- D. \_\_\_ Is a migratory child or youth who qualifies as homeless because the child or youth is living in circumstances described in subdivisions (A) to (C) of this subsection.

\*School must verify Homeless status with the District's Homeless Coordinator

\_\_\_ Homeless Coordinator verification

\_\_\_ Special circumstances (Section 167.151, RSMo):

- A. \_\_\_ an orphan
- B. \_\_\_ one parent living
- C. \_\_\_ parents do not contribute to the student's support
- D. \_\_\_ agriculture (all four of the following conditions must be met: owns real estate of which 80 acres or more are used for agricultural purposes, parent's residence is on the real estate, at least 35% of the real estate is in the district, parent notified district on or before June 30 that student would be attending)

\_\_\_ Parent is a teacher under contract with the district (Board policy required-Section 167.151, RSMo, 168.151, RSMo)

\_\_\_ Parent is a regular employee with the district (Board policy required-Section 163.011, RSMo)

**Other exemptions to the residency requirements** (Section 167.020.6, RSMo)

\_\_\_ Attending school not in the pupil's district of residence as a participant in an interdistrict transfer program established under a court-ordered desegregation program

\_\_\_ A ward of the state and has been placed in a residential care facility by state officials\*

\_\_\_ Has been placed in a residential care facility due to a mental illness or developmental disability\*

\_\_\_ Has been placed in a residential facility by a juvenile court\*

\_\_\_ Has a disability identified under state eligibility criteria if the student is in the district for reason other than accessing the district's educational program

\*The district of residence will be billed for the local tax effort for the student(s) attending under these circumstances.

Date of Student Admission \_\_\_\_\_

\_\_\_ Student denied admission. Date of denial \_\_\_\_\_

\_\_\_ Waiver requested. Date of request \_\_\_\_\_

#### WAIVER INFORMATION

Waiver is only applicable if student is not residing with parent or legal guardian, but is living in district.

(Parent/guardian must complete a waiver of Residency Request form, Affidavit Part I (notarized), Affidavit Part II (notarized) and submit to district administration for consideration.)

Waiver requested by:

A. \_\_\_ Parent

B. \_\_\_ Legal guardian

C. \_\_\_ Student (at least 18 years old)

D. \_\_\_ Other \_\_\_\_\_

a. Name of person/relative student resides with \_\_\_\_\_

b. Relationship \_\_\_\_\_

c. Address \_\_\_\_\_

d. City/State/Zip \_\_\_\_\_

e. Address Verification \_\_\_\_\_

f. Reason why student is living with person/relative

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_ Other reasons showing hardship or good cause \_\_\_\_\_

Hearing Date (must be within 45 days of request) \_\_\_\_\_

\_\_\_ Student admitted pending decision on waiver request

Date student admitted \_\_\_\_\_

\_\_\_ Waiver granted. Date \_\_\_\_\_

\_\_\_ Waiver denied. Date \_\_\_\_\_

**Students attending school pursuant to the above information may be counted for state aid purposes.**

**Nonresident students who may enroll and are not counted by the district for state aid.**

\_\_\_ Tuition

\_\_\_ Tax credit tuition-Any person who pays a school tax in any other district than that in which he resides may send his children to any public school in the district in which the tax is paid and receive as a credit on the amount charged for tuition the amount of the school tax paid to the district (Section 167.151(3), RSMo)

\_\_\_ Transportation Hardship as assigned by the commissioner of education (Section 167.121, RSMo)

\_\_\_ Attending a regional or cooperative alternative education program or an alternative education program on a contractual basis (Section 167.020.6, RSMo)