



Dear Parents,

As we approach the 2016-2017 school year, I wanted to remind all of our Falcon families to provide verification of residency. This can be done now to save time at Green Carpet Back to School Days (August 8 and 9). For those of you with students in multiple buildings, please forward the requested documentation to one building. The office staff will forward the information onto the other buildings for further processing.

The proof of residency documentation includes two forms and a Residency Verification Form. I have attached the Residency Verification Form. You can also find the form on the front page of the Staley High School website.

-  A current rental agreement, mortgage statement or property tax receipt.
-  A current utility bill (gas, water, electric) upon which your address is printed.

Please see below the four options available to submit your student's residency verification prior to **Green Carpet Days**. **We would need to receive this information via mail, email or fax by Thursday, August 4, 2016.** If not, families will need to do Residency Verification during **Green Carpet Back to School Days** on August 8 or 9.

Option 1 – U.S. MAIL:

- A. Complete the Residency Verification Form. See Staley High School website front page.
- B. Photocopy TWO of the residency documentation items listed above.
- C. Mail all three items to Staley High School (2800 Northeast Shoal Creek Parkway, Kansas City, Missouri 64156)

Option 2 – EMAIL:

- A. Complete the Residency Verification Form.
- B. Scan the form and TWO of the residency documentation items listed above.
- C. Email all three items to [Jennifer.Long@nkcschools.org](mailto:Jennifer.Long@nkcschools.org)

Option 3 – FAX:

- A. Complete the Residency Verification Form.
- B. Fax the form and TWO of the residency documentation items listed above to Staley High School fax number at 816-413-4125.

Option 4 – DROP OFF AT SCHOOL SITE:

- A. Complete the Residency Verification Form.
- B. Photocopy TWO of the residency documentation items listed above.
- C. Drop off all three items off at Staley High School Administrative Center.

**Clark Mershon**

Principal, Staley High School