



Extraordinary Educational  
Experiences

April 16, 2018

To: All Families of North Kansas City Schools  
From: Dr. Perry Hilvitz, Executive Director, Student Services  
Re: Residency Verification

As we approach the end of the current school year, we now are preparing for the start of the next school year. To ensure we have timely and accurate information in your student's record, we are asking all families to provide **verification of residency**. This can be done in advance to save time at registration and to streamline the process for those who have children in more than one school. For parents 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. Please see below for four options to submit your student's residency verification prior to registration.*

Option 1 – U.S. MAIL:

- A. Complete the enclosed **Residency Verification Form**.
- B. **Photocopy TWO** of the **residency documentation** items listed below.
- C. Mail **all three items** to your student's school.

Option 2 – EMAIL:

- A. Complete the enclosed **Residency Verification Form**.
- B. **Scan the form** and **TWO** of the **residency documentation** items listed below.
- C. Email **all three items** to your student's school.

Option 3 – FAX:

- A. Complete the enclosed **Residency Verification Form**.
- B. **Fax the form** and **TWO** of the **residency documentation** items listed below to your student's school.

Option 4 – DROP OFF AT SCHOOL SITE:

- A. Complete the enclosed **Residency Verification Form**.
- B. **Photocopy TWO** of the **residency documentation** items listed below.
- C. Drop off **all three items** at your student's school.

\*\*\*\*\*Please call your student's school to confirm office hours\*\*\*\*\*

**RESIDENCY DOCUMENTATION**

Provide **TWO** of the following

- Most current rental/lease/purchase agreement contract or mortgage statement
- Utility bill or contract for utility service (e.g., electric, gas energy, water, trash, phone, etc.) dated within the last 90 days
- Most current personal property tax or real estate tax statement or receipt
- Driver's license or state-issued ID



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Office Use Only

Residency Documentation Verified

Initials

Building

Date

## Residency Verification Form

### PARENT/GUARDIAN INFORMATION:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_

Please list residency verification documents you are attaching:

1. \_\_\_\_\_
2. \_\_\_\_\_

### STUDENT INFORMATION:

*If you have more than four students, please list additional names on the back of this page.*

Student Name: \_\_\_\_\_

Grade Entering: \_\_\_\_\_ School: \_\_\_\_\_

Student Name: \_\_\_\_\_

Grade Entering: \_\_\_\_\_ School: \_\_\_\_\_

Student Name: \_\_\_\_\_

Grade Entering: \_\_\_\_\_ School: \_\_\_\_\_

Student Name: \_\_\_\_\_

Grade Entering: \_\_\_\_\_ School: \_\_\_\_\_

**Return this form along with copies of TWO (2) residency verification documents to your student's building by U.S. Mail, fax, email or drop off in person. Please call your student's school to confirm office hours.**