

**SANTA CLARA UNIFIED SCHOOL DISTRICT
APPROVED PROOF OF RESIDENCY DOCUMENTS**

Important Notes

- A student can have only one residence for the purposes of establishing residency and must live with a parent or legal guardian.
- PO boxes will not be accepted for residency purposes.
- Additional proof of residence may be required for a school designated as "impacted."
- All documents used for residency must be CURRENT, VALID and ORIGINAL*.
- Those students who have not completed the process before the date indicated will lose their registration/enrollment as they will be considered to have left the district.

One document from "List A" (Residency Document #1) and two documents from "List B" (Residency Document #2 and #3) are required for registration. In addition, if you are living with another family, the homeowner/primary renter and the student's family each must submit three documents from "List C" (for a total of six additional documents).

List A	List B	List C
<p>Residency Document #1</p> <p>One of the following original documents:</p>	<p>Residency Document #2 and #3</p> <p>Two of the following original utility bills:</p>	<p>Additional proofs of residence only used for "Living with Another Family" or when additional proof of residence is required.</p> <p>When "Living with Another Family," the homeowner/primary renter and the student's family each must submit three documents (total of six documents needed).</p>
<ul style="list-style-type: none"> • Original property tax bill with parent/guardian name and property address • Monthly mortgage payment • Lease or rental agreement on company printed forms with parent/guardian name and address as well as manager or owner's name and phone number (if rental agreement goes back one year or more or is an expired agreement, we will be asking for a current monthly rental payment receipt) • Monthly space rental bill (mobile home park) • Escrow document "Closing Statement" in lieu of a property tax bill for recent property purchases** 	<ul style="list-style-type: none"> • Current PG&E bill (all pages), Santa Clara or Sunnyvale utility bill • Current phone bill (cell or landline) • Current cable or satellite provider bill <p>Notes:</p> <ul style="list-style-type: none"> • Utility bills with multiple names require two forms of additional proof of residence from List C. • Rental agreements that state "utilities are included" require additional proof of residence from List C. 	<ul style="list-style-type: none"> • Current paycheck issued by employer - employer's and employee's name and address must be imprinted on the check • Correspondence from a government agency (WIC, Medi-Cal, Social Security, Unemployment) • Valid vehicle registration (not pink slip) • Monthly payments: loan, credit card, physician/dental bill, bank statement • To be determined by District Office representative • The district has the right to accept alternative forms of proof of residence on a case by case basis

*Original, current, and mailed to your residence. Must include parent/guardian name and resident address. We will accept an electronic bill (a photocopy of the e-bill will not be accepted).

**In this case, a conditional clearance for 30 days will be given until mortgage documents are provided.