



Administration Office
4521 Lincoln Avenue
Two Rivers, WI 54241
(920) 793-4560
FAX (920) 793-4014

PROOF OF RESIDENCY REQUIREMENTS

Students new to the Two Rivers Public School District or changing schools within the District must provide proof of residency before enrolling. The District requires two original documents be presented to verify residency.

Enrolling students must bring proof of residency documents to the appropriate school office along with:

- A completed Registration Form and
- An original or certified copy of the child's birth certificate

Students who do not reside in the Two Rivers Public School District may enroll in the District through the Open Enrollment Program. These students have a different set of criteria than residents.

APPROVED RESIDENCY DOCUMENT LIST

Two residency documents are required to establish residency in the District. **At least one document must be from Category A below. The other document may be from either Category A or B.** Documents from Category B must have been mailed to the resident address in the Two Rivers Public School District within thirty (30) days before registering. The documents must include the address of the residence within the school district. *In extenuating circumstances, administration will review other documentation and determine eligibility.*

Category A

Current Property Tax Statement

A Closing Statement for Purchasing a Home

A Mortgage Statement

A Signed Current Residential Lease
(Including landlord name, address, and phone number)

Utility Bill

Category B

Credit Card Statement

Auto or Health Insurance Statement

Pay Stub

Government Correspondence Dated
Within Three Months of Enrollment

Driver's License

If the person seeking to enroll a child is unable to produce a Category A residency document in their name, he or she may complete an Alternative Residency Verification Form to establish residency. Students are not registered and eligible to enroll until the residency verification process is complete.

Wisconsin State Statute 121.77 requires that students attend school in their district of residence and school districts charge tuition to non-resident students. The Two Rivers Public School District investigates and verifies residency, assesses tuition when appropriate and will prosecute, if necessary, to recover tuition.

Two Rivers Public School District Alternative Residency Verification Form

I. GENERAL INFORMATION

Include all students seeking enrollment. Note: A separate application and residency form must be completed for students that reside at different addresses or have different parents or legal guardians.

Student Applicant Name(s) *First, MI, Last*

Student Applicant Name(s) *First, MI, Last*

1. _____

4. _____

2. _____

5. _____

3. _____

6. _____

II. EXPLANATION OF LIVING SITUATION

In order to use the Alternative Residency form, one of the following situations must apply. **If neither of the situations below applies, this form may not be used.** Select which reason is applicable:

1. The parent/legal guardian does not have one of the allowed residency documents showing that they live at the address on the application.
2. The pupil does not live with his or her parent or legal guardian.

Pupils who do not have permanent housing may be eligible for additional services and protections under various laws including, but not limited to, the McKinney-Vento Act 42 U.S. C. §11435 and the Fostering Connections Act 42 U.S.C §675. The following questions will help the District determine whether the student is entitled to receive additional services and protections under those laws.

1. Do any of the descriptions below apply to the address on the enrollment application: Yes No

If “yes”, check any that apply and complete the form by filling out only the remainder of Section II. If “no”, skip ahead to Section III and complete the remainder of the form.

- House/apartment shared with one or more families due to loss of housing or economic hardship
- Motel/Hotel A Car Group Home/shelter Abandoned building
- Campsite A public space such as a park or train/bus station
- Public or private place not designed or ordinarily used for sleeping accommodations
- Moving from place to place

Name of Motel/Shelter of Current Residence: _____

OR

Name of “General Area” of Current Residence: _____

I understand that the information given in this form will be used by the Two Rivers Public School District to establish services the student may be entitled to under various laws, including the McKinney-Vento Act. I declare that the information provided here is true and correct and of my own personal knowledge. If the information is found to be inaccurate, decisions regarding enrollment and services per the McKinney-Vento Act, or other laws, may be reconsidered. I further acknowledge that I have a continuing obligation to update any of the above information should circumstances change.

Signature of Parent/Legal Guardian/Unaccompanied Youth: _____

Printed Name of Parent/Legal Guardian/Unaccompanied Youth: _____

Phone Number or Contact Number: _____ Date: _____

III. REQUIRED ATTACHMENTS

The **household occupant** that lives with the pupil **must provide one Residency Document from each list below** that includes the address on the Registration Form (this person must also complete section VI). *Indicate which documents are being provided.*

Category A

Current Property Tax Statement

A Closing Statement for Purchasing a Home

A Mortgage Statement

A Signed Current Residential Lease
(Including landlord name, address, and phone number)

Utility Bill

Category B

Credit Card Statement

Auto or Health Insurance Statement

Pay Stub

Government Correspondence Dated
Within Three Months of Enrollment

Driver's License

-AND-

The **parent or legal guardian** on the application must provide **one of the above residency documents**.

Parent/Legal Guardian Address (if different than the student's address) _____

IV. INFORMATION VERIFICATION

By signing below, I understand that the information given in this form will be used by the Two Rivers Public School District to verify that my child is living at the aforementioned address and is a resident within the boundaries of the Two Rivers Public School District. I further understand that only children who are residents within the boundaries of the Two Rivers Public School District, or attending Open Enrollment are entitled to attend the Two Rivers Public School District free of tuition and that Wisconsin law requires the District to charge tuition to non-resident students. I understand that I will be responsible for payment of tuition if my child is deemed a non-resident.

V. PARENT OR LEGAL GUARDIAN SIGNATURE

I HEREBY CERTIFY, under penalty of perjury, that the explanation of the living situation is accurate. I further **CERTIFY** that the student(s) enrolling in the District currently reside(s) with the household occupant signing this form for a purpose **other than to attend the Two Rivers Public School District**.

Printed Name of Parent or Legal Guardian Signing below: _____

Signature of Parent or Legal Guardian: _____ Date: _____

VI. HOUSEHOLD OCCUPANT SIGNATURE

The following must be completed by the household occupant who provided the allowed residency documents in Section III.

I HEREBY CERTIFY, under penalty of perjury, that the above-named student(s) enrolling in the District reside(s) with me. I further **CERTIFY** that the explanation provided of the living situation is accurate.

Printed Name of the Household Occupant Signing below: _____

Signature of Household Occupant: _____ Date: _____

The Two Rivers Public School District shall not discriminate against students on the basis of sex, race, religion, color, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability.