



## Los Gatos-Saratoga Union High School District

17421 Farley Road West, Los Gatos, CA 95030 (408) 354-2520

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### **PROOF OF RESIDENCY REQUIREMENT FOR ENROLLMENT**

To provide adequate services for resident students and pursuant to California Education Code 48200, a student is expected to be enrolled in the school that is within the district in which the parent(s) or legal guardian(s) reside(s). Board policy 5111 provides enrollment only for those students whose parent(s) or legal guardian(s) reside within the legal boundaries of the district. A student can have only one residence for the purpose of establishing enrollment eligibility. California State Department of Education Legal Advisory outlines procedures for obtaining annual verification of each student's residence within the district and for the retention of such evidence in the student's file.

To begin the enrollment process, you must provide the required reasonable evidence of residency by presenting the School Registrar the completed *Statement of Residency* plus copies of three (3) types of documentation including, but not limited to, the following items as listed below. Until ALL required documents are submitted and verified, students will NOT be enrolled in District schools.

- 1. ONE of the following forms of parent/guardian's photo ID:**
  - a. Current California State Driver's License
  - b. Current California ID card
  - c. Valid Passport or Consulate Issued Picture ID
  
- 2. ONE of the following documents with parent/guardian's name and LGSUHSD residence address:**
  - a. Current valid vehicle registration card
  - b. Current year's W-2 form(s)
  - c. Current paycheck stub issued to employee with both the employer's address and the employee's name and appropriate LGSUHSD address printed on check stub
  - d. Declarations Page from: Current Homeowners/Renters or Vehicle Insurance Policy
  - e. Current Voter Registration
  - f. Current correspondence from a government agency, e.g., IRS or Social Security
  
- 3. ONE of the following with parent/guardian's name and LGSUHSD residence address:**
  - a. Current Property Tax Bill
  - b. Final closing statement or deed (in the case of recent home purchase only, i.e., within the past calendar year)
  - c. Lease/Rental Agreement signed & valid for current school year **AND proof of current payment, e.g. a copy of your receipt or cancelled check reflecting your most recent rental payment.**

In the event a parent/legal guardian is unable to provide the evidence of residency set forth herein due to extenuating circumstances, the parent/legal guardian may submit, and the Superintendent or designee may consider, any additional evidence or explanation offered by the parent/legal guardian.

(Continued on Reverse)

**CO-RESIDENCY** If you are co-residing with a family in the Los Gatos-Saratoga High School District, you must first register at the District Office (17421 Farley Road West, Los Gatos). To register, complete the *Affidavit of Parent Residence* and *Statement of Residence* forms and provide documentation including, but not limited to, the following. Co-Residency registration is by appointment only – call (408) 402-6323.

The **Primary Resident** with the LGSUHSD residence address must provide:

- 1. ONE of the following forms of photo ID:**
  - a. Current California State Driver's License
  - b. Current California ID card
  - c. Valid Passport or Consulate Issued Picture ID
- 2. ONE of the following documents with the LGSUHSD residence address:**
  - a. Current Property Tax Bill
  - b. Final closing statement or deed (in the case of recent home purchase only, i.e., within the past calendar year)
  - c. Lease/Rental Agreement signed & valid for current school year **AND proof of current payment, e.g. a copy of your receipt or cancelled check reflecting your most recent rental payment.**

The **Co-Resident** (parent/guardian of student seeking enrollment in LGSUHSD) must provide:

- 1. ONE of the following forms of photo ID:**
  - a. Current California State Driver's License
  - b. Current California ID card
  - c. Valid Passport or Consulate Issued Picture ID
- 2. ONE of the following documents with the co-resident's name and the primary resident's LGSUHSD residence address:**
  - a. Current valid vehicle registration card
  - b. Current year's W-2 form(s)
  - c. Current paycheck stub issued to employee with both the employer's address and the employee's name and appropriate LGSUHSD address printed on check stub
  - d. Declarations Page from current Vehicle Insurance Policy
  - e. Current Voter Registration
  - f. Current correspondence from a government agency, e.g., IRS or Social Security

**CAREGIVER** If you are providing full time care to a student and are a qualified Caregiver or Guardian in the Los Gatos-Saratoga High School District, you must first register at the District Office (17421 Farley Road West, Los Gatos) and complete the *Caregiver's Authorization Affidavit* and *Statement of Residence* forms and provide the document required. Caregiver registration is by appointment only – call (408)402-6323.

### **OUT OF DISTRICT**

If the District determines that residency has not been established and the student is not living within the District's boundaries FULL-TIME (three school nights or more per week), or if a student's living arrangements do not agree with the statements provided by a parent or legal guardian, the student will NOT be eligible to attend/continue to attend schools in the Los Gatos-Saratoga Joint Union High School District. This provision means that students without valid residency shall either be denied enrollment, or, if already enrolled, shall be dis-enrolled effective ten (10) school days from the date that the parent/guardian was notified (at last known address) of the residency determination. The parent/legal guardian of the student affected by the District's residency determination may consult with the Superintendent or Designee regarding such determination. If the District determines, following such consultation, that the student is in fact a resident of the District, that student, upon notice to the parent/legal guardian shall be entitled to reenrollment.

### **APPROVAL IS REQUIRED PRIOR TO ENROLLMENT**