



INSTRUCTIONS: This form may be used when the student is not living with their parent or legal guardian or when the parent or legal guardian does not have: (1) one of the residency documents in the Household Occupant section or a letter from a service organization for homeless individuals showing their residency at the student's address or (2) a Safe at Home card.

I. STUDENT INFORMATION

Student's First Name <i>Legal Name Only</i>	MI	Last Name <i>Legal Name Only</i>	Suffix	Date of Birth <i>Mo./Day/Yr.</i>
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II. EXPLANATION OF LIVING SITUATION

DPI created the Alternative Residency form to be used when one of the following situations apply. **If neither of the situations below apply, DPI's guidance is that this form should not be used.** Select which reason is applicable:

- The parent/legal guardian does not have: (1) one of the residency documents in the Household Occupant section or a letter from a service organization for homeless individuals showing that they live at the address where the student resides or (2) a Safe at Home card.
- The pupil does not live with their parent or legal guardian.

III. REASON DOCUMENTATION IS BEING PROVIDED

Select the reason the documentation is being provided.

- Residency Verification for an Application or Transfer Request. *The documentation from the household occupant in Section IV must be dated within three months of when the application or transfer request is received by the school.*
- Annual Residency Verification for a Continuing Student. *The documentation from the household occupant in Section IV must be dated between the third Friday in August and and last weekday in September of the school year.*

IV. HOUSEHOLD OCCUPANT

The household occupant that lives with the pupil provides a residency document identified below in their name and signs this section.

Check which of the following documents the household occupant is providing with this form. The document must include an address and date that meets the requirements in Section III.

- Wage statement (i.e. pay check stub) or Form W2 Wage and Tax Statement.
- Water, sewer, gas, electric, cable, satellite, or landline phone bill.
- Letter from the water, sewer, gas, electric, cable, satellite, or landline phone utility, regarding these utility services at the address where the student resides. This letter must have been sent to the address where the student resides.
- Signed and dated lease agreement with a lease term that includes a date described in Section III. The lease agreement must be complete and legible. The beginning date of a month-to-month lease must be within the required dates in Section III.
- Governmental correspondence.

I HEREBY CERTIFY that the above-named student resides with me. I further CERTIFY that the explanation provided of the living situation in Section II is accurate.

Printed Name of the Household Occupant Signing Below

Signature of Household Occupant	Date Signed <i>Mo./Day/Yr.</i>
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V. PARENT OR LEGAL GUARDIAN

The student's parent/legal guardian completes this section.

Check which of the following documents the parent or legal guardian is providing with this form. If the document is being provided as part of the application or transfer request, the document must contain the name of a parent or legal guardian on the application or transfer request form.

- A driver's license, state ID, school ID, passport, or a government-issued ID. Expired IDs or IDs issued by foreign governments may be used for this support.
- One of the residency documents listed in the household occupant section with an address other than the student's address.

I HEREBY CERTIFY, as the parent or legal guardian, that the explanation of the living situation in Section II is accurate. I further certify that the student currently resides with the household occupant signing this form.

Printed Name of Parent or Legal Guardian Signing Below

Signature of Parent or Legal Guardian	Date Signed <i>Mo./Day/Yr.</i>
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