



INSTRUCTIONS: This form may only be used when the student is not living with his or her parent or legal guardian or when the parent or legal guardian does not have any of the allowed documentation showing their residency at the student's address. No white out may be used on any documents provided.

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

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

- The parent/legal guardian does not have one of the allowed residency documents showing that they live at the address where the student resides.
- The student does not live with his or her 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. REQUIRED ATTACHMENTS

A household occupant that lives with the student must provide one of the following with an address that meets the requirements in Section III. This person must also complete Section V. *Check which document is being provided.*

- 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.
- Lease agreement with a term that includes a date as described above (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.

—AND—

The parent or legal guardian must provide one of the following documents. If the document is being provided as part of the application or transfer request, the name must be a parent or guardian on the application or transfer request form. *Check which document is being provided.*

- A driver's license, state ID, school ID, passport, or a government-issued photo ID *Expired IDs may be used for this support.*
- One of the allowed residency documents (listed above) with an address other than the student's address.

V. PARENT OR LEGAL GUARDIAN SIGNATURE

I HEREBY CERTIFY, as the parent or legal guardian, that the explanation of the living situation 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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VI. HOUSEHOLD OCCUPANT SIGNATURE

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

I HERBY CERTIFY that the above-named student resides 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 Signed <i>Mo./Day/Yr.</i>
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