



Residency Documentation

Schools are required to retain all income documentation, if applicable, and residency documentation for applications submitted to the school. It is recommended that schools use the Student Application checklist available at http://sms.dpi.wi.gov/sms_forms to ensure that each student file includes all required documentation.

Only pupils who reside in the Racine Unified School District (RUSD) may participate in the Racine Parental Choice Program (RPCP). The private school is required to determine that all accepted applicants reside in the RUSD. The following are the residency documentation requirements:

Step 1. Verify that the pupil's home is in the RUSD by using the following web page: <http://205.213.125.57/edulog/webquery/>. If this website does not indicate the address is in the RUSD but the school believes it is, contact the Department of Public Instruction. Print a copy of the verification and attach it to the student application for the auditor to review. This screen print is not sufficient residency documentation by itself. It only shows that the address on the application is in the RUSD. Step 2 must be completed in order to obtain information supporting the student's residency in the RUSD.

Step 2. Retain a copy of one of the "proof of residence" documents listed below. The list below is a complete list and includes all acceptable forms of residency documentation. All residency documentation must be obtained in the same open application period that the choice application is received and include the name of one of the parents/legal guardians listed on the application. If additional documentation is collected after the open application period, the student is not eligible. Residency documentation must include a date to show that it is current. The student's address, at the time of application, must be the address listed on the student application AND it must match the address on one of the following:

1. Wage statement or W-2 year-end earnings statement that is in the name of one of the parents/guardians at the address on the student application and dated within 3 months of when the application is received. (Note: W-2 end-of-year earnings statements are not acceptable after the April open application period closes.)
2. Water, gas, electric, cable, satellite, or landline phone bill in the name of one of the parents/guardians at the address on the student application and dated within 3 months of when the application is received. Cell phone bills are not acceptable.
3. Lease agreement with a term that includes the date the parent applies to the school (must be complete and legible) that is in the name of one of the parents/guardians at the address on the student application. Expired leases are not acceptable. Generally, schools should try to obtain one of the allowed residency documents other than month-to-month leases. However,

- if a month-to-month lease is used, it must be dated within three months of when the application is received. Rent receipts ARE NOT an allowed residency document.
4. Governmental correspondence that is in the name of one of the parents/guardians at the address on the student application and dated within 3 months of when the application is received. Examples include a property tax bill, Supplemental Security Income “SSI”, Wisconsin Works “W2”, Food Share, or Housing Assistance letter with the address listed and the name of the parent/guardian. Printed statements from Access.gov can be used as residency support if the statement includes a date that is within 3 months of when the application is received.
 5. Homeless individuals may identify a location for their residence if it is an identifiable location which could conceivably serve as a temporary residence. A homeless family should provide a letter on the organization’s letterhead from a shelter for the homeless or from a private or public organization providing services for homeless individuals signed and dated (within 3 months of when the application is received) by a representative of the organization.
 6. Properly completed Alternative Residency Verification form (Form PI-PCP-51) only for situations where: (a) the student is not living with one of his or her parents or legal guardians; or (b) one of the parents/guardians does not have one of the residency documents above and someone else living at the address on the application is able to provide one of the residency documents above for the family. This form is available at http://sms.dpi.wi.gov/sms_forms.

The student application checklist is available to the schools as a checklist for determining that all required residency documentation has been provided (http://sms.dpi.wi.gov/sms_forms). All documents used to accept a student as a resident must be retained by the school indefinitely, even if the applicant is not accepted by the school or if the applicant does not accept a Choice seat when it is offered to them.