



## Private School Choice Programs Residency Documentation Guidance for Parents

Parents/legal guardians (parents) must provide a residency document to each school they apply to that includes the name of one of the parents on the application and the address that is on the application. The Department of Public Instruction's (DPI) guidance is that the residency document provided by the parent be one of the residency documents listed below.

The online application confirmation email will specify the dates that the residency documentation must be dated between. All residency documentation must be dated between three (3) months prior to the start of the open application period in which the parent submits the online application to the school and the end of that open application period. See the lease agreements option below for the lease agreement date requirements.

1. **Wage statement (i.e. pay check stub) or 2023 Form W2 Wage and Tax Statement.** Note: 2023 Form W2 Wage and Tax Statements are not acceptable for applications received after April 2024.
2. **Water, sewer, gas, electric, cable, satellite, or landline phone bill.** The date that should be used to determine if the bill meets the date requirements is the bill date or the last meter reading date on the bill. DPI's guidance is that the bill should be for services at the address on the application. A gas bill may include a natural gas or propane gas bill. If the bill includes both a mailing address and a service address, DPI recommends that the addresses match, unless the mailing address is a PO Box or email address.
3. **Letter from the water, sewer, gas, electric, cable, satellite, or landline phone utility** regarding these utility services at the address on the application. This letter must have been sent to the address on the application. Examples of this letter include a letter from the utility company establishing service at the new address or a past due letter sent to the address on the application for service at that address.
4. **Signed and dated lease agreement with a lease term that includes the date the parent applies to the school** that is in the name of one of the parents at the address on the application. Therefore, expired leases are not acceptable. The lease agreement must be complete and legible. Generally, the parent should try to provide one of the residency documents on this list other than a month-to-month lease. However, if a month-to-month lease is used, the start date must be dated between three (3) months prior to the start of the open application period in which the parent submits the online application to the school and the end of that open application period. DPI does not recommend using a rent receipt as a residency document.

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5. **Governmental correspondence.** Examples include a property tax bill, Supplemental Security Income "SSI", Wisconsin Works "W2" Cash Benefits, Temporary Assistance for Needy Families "TANF," FoodShare "Food Stamps", United States Postal Service (USPS) letter, or Housing Assistance letter. A USPS change of address letter could be used if the address on the application is the new address. An additional example is a license plate renewal postcard from the Wisconsin Department of Transportation. Printed statements from Access.gov can be used as residency support if the statement includes a date that shows it meets the date requirement and the parent name.
6. **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 may 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 that is signed and dated by a representative of the organization indicating that the family lived at the location during the required time period.
7. **Properly completed [Alternative Residency Verification form](#)** for situations where: (a) the student is not living with one of his or her parents; or (b) one of the parents does not have one of the residency documents in 1-6 or 8 and someone else living at the address on the application is able to provide one of the residency documents in 1 through 5 above for the family.
8. **Safe at Home card.** Families participating in the Safe at Home program through the Wisconsin Department of Justice may provide a Safe at Home card that has not expired for the residency documentation. Families participating in the Safe at Home program should identify the address on the Safe at Home card in the online application. The parent should identify the school district in the online application based on the address where the student actually resides.