



# **Lone Jack C6 School District**

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## **PROOF OF RESIDENCY** **INSTRUCTIONS**

### **WHY does Lone Jack C6 School District require Proof of Residency?**

As a part of a continued focus on maintaining fiscal accountability to our taxpayers and patrons, ensuring our tax dollars are spent on Lone Jack C6 students, the District requires proof of residency for all new and returning students annually.

### **WHO is required to provide Proof of Residency?**

All parents or guardians of LJC6 students (both new and returning) are required to provide proof of residency. Both returning and new families to the school district must provide documentation prior to or during their enrollment time. Each family (returning and new) will only be required to provide proof of residency once each year, regardless of the number of children attending classes within the district, unless the family relocates.

### **WHEN AND WHERE do we complete the Proof of Residency process?**

Proof of Residency verification should be completed prior to enrollment day for the district. The preferred method of providing proof is by emailing completed form with utility bill to [residencyproof@lonejackc6.net](mailto:residencyproof@lonejackc6.net). Proof of residency can be brought to the building office, faxed (816-566-3128) if necessary. It must be turned in in one form before your student(s) will be allowed to enroll. If not enrolling at the beginning of the school year, enrollment will take place with the counseling department at the appropriate school building.

### **WHAT is required to complete the Proof of Residency process?**

The following items are required to complete the Proof of Residency process:

1. Completed and signed Affidavit of In-District Residency.
2. Acceptable documentation of residency. See the table below for acceptable and unacceptable sources of documentation. The documentation must: 1) be dated July 1st or later, regardless of service dates, and 2) include parent(s) name(s) and current address.

<b>ACCEPTABLE Documentation</b>		<b>UNACCEPTABLE Documentation</b>	
✓	<i>Electric, gas, or water utility statement dated within 30 days of verification, with parent(s) name(s) and current address. (No final or disconnect notices accepted)</i>	✗	<ul style="list-style-type: none"> <li>- Telephone Bill</li> <li>- Cable Bill</li> <li>- Driver's License</li> <li>- Printed Check</li> <li>- General Mail</li> <li>- Property Tax Receipt</li> <li>- Residential Warranty Deed</li> <li>- Bank Statement</li> <li>- Insurance Bill</li> </ul>
✓	<i>Current residential lease agreement, signed by resident and landlord. Ending date cannot be before August 31 of current year.</i>		✗
✓	<i>Residential housing contract (purchase) with possession or closing date within 90 days of the first day of school.</i>		