



Capella High School

Proof Of Residency Policy

Capella High School will accept any ONE of the following documents as the proof of residency required in order to enroll a student in the school. The POR document must contain a **typed** or **computer-generated** copy of the student or parent or guardian's address. Handwritten documents are generally not acceptable. **All** pages of the submitted POR document must be provided and must contain the address of the primary residence and be addressed directly in the name of the student or one of the student's Parents/Guardians.

List of Acceptable Proof of Residency (POR) Documents (Must provide ONE item from within any category below)

- A gas, electric, water, telephone, cable, sewer, garbage/trash, internet, or other utility bill that is dated within 30 days of the enrollment date and show the service address. Note that disconnect, "final notice", and shut-off notices are not acceptable.
- A paycheck or paystub issued to the parent/guardian or student within 90 days of the enrollment date.
- A deed, mortgage statement, lease agreement, property tax bill, or homeowner or renter's insurance declaration page. Documents must be of a current date, as appropriate for the type of document submitted.
- A bank statement or credit union statement that is within 45 days of enrollment date..
- A voter's registration card or notification.
- A completed Missing Enrollment Documentation Declaration form that has "Proof of Residency" designated, and that includes a legitimate and verifiable reason for being unable to provide such documentation.

Students who are unable to provide an acceptable Proof of Residency document as listed above may be considered "homeless", in which case the student's resident school district will be determined in accordance with federal and state law.