

Corning Union Elementary School District

1005 Hoag Street, Corning, CA 96021 ~ 530.824.7700

ADDRESS VERIFICATION INSTRUCTIONS

Address verification paperwork must be submitted:

- ◆ Before a new student will be registered
- ◆ Any time a student's address changes

ADDRESS REQUIREMENTS

Students **MUST** reside within the specific school's attendance area or have an approved Intradistrict or Interdistrict Transfer on file with the Corning Union Elementary School District. The school will require one proof of address for **ALL** students. Proof of Address-Parents and Guardians must be able to provide proof that they live within the school's attendance area. If living "temporarily" with a relative or friend, you must provide a written letter **from** the person you are living with, stating that you are living in their home, as well as one document from the table below that shows that person's address.

See Table below for requirements.

Address Verification Documentation

Any ONE of the following:

Payroll Stubs/Checks

- ◆ **Must be dated within the last month**

Utility Bills

- ◆ Any of the following, dated within the past month: PG&E, Water/Garbage, Cable

Management Company Rental/Lease Agreement

- ◆ **Must include** : Parent's name, student's name, address, manager's/owner's name and phone number. (This will be verified by a phone call from the school.)

Property Tax Bill

- ◆ Parent's name and property address indicating home owner's exemption

State or Federal Tax Return

- ◆ Filed within the past 12 months with W-2 forms attached. Business returns do not meet address verification requirements.

CAREGIVER AFFIDAVITS

(Must be approved/renewed every year)

If you are a Caregiver, the Caregiver Affidavit must be submitted each year. Students qualify as District residents if they reside **FULL-TIME** in the home of a caregiving adult living within the District boundaries. This caregiving adult must provide residency verification as outlined above. "Full-time" for the purpose of this registration is defined as:

- ◆ The student's primary residence is that of the caregiving adult and;
- ◆ The student resides in the home of the caregiving adult 24 hours a day, seven days a week, and during periods of vacation and/or holidays.

JOINT PHYSICAL CUSTODY

Students whose parents have joint physical custody may continue their enrollment in CUESD if at least one of their parents can meet the residency requirements of the District.

CUESD is an equal opportunity employer and provider.