

2024-2025

Enrollment: Proof of Residency Requirements

Each school year, students must provide documentation to confirm their residency within the counties served by their enrolled school. We kindly remind families to collaborate with their school and complete this verification process by the fifth day of school to prevent any enrollment complications. Each school serves specific counties, as follows:

Feather River	Butte, Colusa, Placer, Sacramento, Sutter, Yolo, & Yuba
Clarksville	Alpine, Amador, El Dorado, Placer, & Sacramento
Lake View	Butte, Colusa, Glenn, Lake, Mendocino, & Tehama

To find out which county your student lives in, use this handy [City-to-County Finder](#).

Additionally, you'll need to provide a Proof of Residency (POR) document that meets the following requirements:

- The bill, statement, or notice document must be dated on or after **July 1, 2024**, or within 60 days of enrollment (whichever is later).
 - If a student enrolls in the spring or summer, they will still need a new POR dated on or after July 1, 2024, by the fifth day of the next school year
 - Bills must show the name of the company to ensure that it is a valid type of service.
- The Parent or Guardian's Name on the document must match our records
- The document must include the physical/service address (not just a P.O. Box or mailing address)

ACCEPTABLE DOCUMENTS INCLUDE:

- **Utility bill** – include ***all*** pages
 - Gas, Water, Electric, Home Phone, or Cable.
 - **Not acceptable:** Cell phone bills, disconnected utility notices, auto insurance bills, private health insurance bills, or receipts for on-call services like pest control or plumbing.



- **Current property tax receipt**
 - POR date is the document date, not the date range.



SEQUOIA GROVE CHARTER ALLIANCE

1A-00530 N2

YOLO COUNTY 2022 - 2023 PROPERTY TAX BILL
Yolo County Department of Financial Services
Tax Collection Division 625 Court St., Room #102 P.O. Box 1268, Woodland CA 95776
SECURED SUPPLEMENTAL TAX ROLL FOR FISCAL YEAR JULY 1, 2022 - JUNE 30, 2023

PROPERTY INFORMATION - TAX YEAR: 2022

ASMT NUMBER: 00000000000000000000
TAX RATE AREA: 004-039
FEE PARCEL: 00000000000000000000
ACRES: 00000.00
LOCATION: 1111 LOMINGTON ST
ASSESSED OWNER: MICHAEL R. MICHAEL R.
MICHAEL R. MICHAEL R.
MICHAEL R. MICHAEL R.
1111 LOMINGTON ST
WEST SACRAMENTO CA 95691

IMPORTANT MESSAGES

Original bill date 06/07/2023
THIS BILL WILL NOT BE SENT TO YOUR LENDER
*****THIS BILL IS YOUR RESPONSIBILITY*****
Ownership change on 11/10/2022
Bill for 233 days/prorate of 0.580000/% of 1.00000
Ownership From 11/10/2022 through 06/30/2023

2022 - 2023

- **Current mortgage/rental contract, lease, or payment receipt**
 - Rental agreements must have the **signature page**. Contracts older than 60 days must be accompanied by a letter from the landlord stating the agreement is still in effect.
 - The most recent signature date on the contract is the one considered valid for proof of residency.
 - The date range of the contract is not taken into consideration.
 - If the contract was signed earlier than 60 days before the start of enrollment, the family must request a signed and dated note from their landlord or property manager indicating that the contract is still in effect.

STANDARD RESIDENTIAL LEASE AGREEMENT

The parties have agreed and duly executed this Agreement on July 16, 2022.

I. THE PARTIES. This residential lease agreement ("Agreement"), dated July 16, 2022, by and between:

LANDLORD: The Landlord is 2 individuals known as Michael R. Michael R., hereinafter known as the "Landlord", and

TENANT(S): 2 individuals known as Michael R. Michael R., hereinafter known as the "Tenant(s)", agree to the following:

II. OCCUPANT(S). The Premises described in Section III is to be occupied strictly as a residential dwelling by the Tenant(s) and the following Five (5) Occupants to reside on the Premises in addition to the Tenant(s) mentioned above: Michael R. Michael R., hereinafter known as the "Occupant(s)".

III. LEASED PREMISES. The Landlord hereby rents to the Tenant(s), subject to the terms and conditions of this Agreement, a single-family home with a property and mailing address of 1111 Lomington St., West Sacramento, CA 95691 consisting of 2 bathroom(s) and 3 bedroom(s) (the "Premises"). The Landlord shall send the Tenant(s) any notices to the Premises aforesaid mailing address.

IV. PURPOSE. The Tenant(s) and any Occupant(s) may only use the Premises as a residential dwelling. It may not be used for storage, manufacturing of any type of food or product, professional service(s), or for any commercial use, unless otherwise stated in this Agreement.

V. FURNISHINGS. The Premises is not furnished.

VI. APPLIANCES. The Landlord shall provide the following appliances:

Dishwasher, Microwave, Oven, Refrigerator, Smoke Detector(s), Stove, Thermostats and Controls, all of which shall be on the Premises and functional upon the move-in date of the Tenant(s) ("Appliances and Fixtures").

Any damage caused to the Appliances and Fixtures from negligence, carelessness, accidents, or abuse shall be the responsibility of the Tenant(s).

VII. LEASE TERM. The term of this Agreement shall be a fixed-period arrangement beginning on July 16, 2023 and ending on July 16, 2024 ("Lease Term"). The Tenant(s) will be required to move out at the end of the Lease Term unless the Landlord and Tenant(s) authorize a renewal, extension, or separate agreement in writing.

VIII. RENT. Tenant(s) shall pay the Landlord a monthly rent of \$1,500.00 ("Rent"). The Rent will be due on the First (1st) of every month ("Rent Due Date"), and Rent shall be paid by sending payment to the Landlord's aforementioned mailing address.

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- **Current home or rental insurance bill** – include ***all*** pages
 - The bill date is the date considered for proof of residency.

The image shows two documents. On the left is an "INSURANCE BILL" from USAA, dated 08/05/2022, for policy CA 95903-2533. It includes an "Automatic Payment Summary" showing a due date of Sep. 1st and a balance of \$177.34. On the right is a "Three-month Policy Payment Forecast" for CA Auto 7105 and CA Renters Insurance 002, showing payment schedules for October 1, November 1, and December 1. A green box highlights the "Physical property address" field in the renters insurance section.

- **Voter registration**
 - Printouts from the county registrar's website are preferred. Ballots are not accepted. Voter registration cards can only be used if they are dated.
- **Correspondence from a government agency** (i.e.: CalWORKS, Social Security, Medi-Cal)
 - The correspondence or notice date is considered proof of residency, NOT the date range of services.
 - Exception: We *cannot* accept documents from the DMV.

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

Mendocino County DSS - Ukiah
PO BOX 8508
UKIAH, CA 95482-8508

COUNTY OF MENDOCINO

CALFRESH RECERTIFICATION APPOINTMENT LETTER

Date: 07/17/2023
Case Name: [REDACTED]
Case Number: [REDACTED]
Worker Name: [REDACTED]
Worker ID: [REDACTED]
Worker Phone Number: [REDACTED]

HEALTH AND HUMAN SERVICES AGENCY
SOCIAL SERVICES BRANCH
PO BOX 8508
UKIAH, CA 95482-9814

UKIAH, CA 95482-5670

- **Current pay stub**
 - Must include stub - paycheck only is not acceptable
 - Statement/pay date is considered for proof of residency, NOT date range of work.

PLEASE NOTE: We cannot accept credit card statements, bank statements, or health insurance documents if they are not from a government agency.



Student Residency Questionnaire

If families cannot provide a document/bill in their name due to being in transition or because they do not have any bills or other qualifying documents in their name (as is often the case for informal living/rental agreements between relatives/friends), there is a Student Residency Questionnaire option in the JotForm instead:

Which of the following best describes the student's current residency situation? *

- ☐ Proof of Residency: Student(s) and Parent/Legal Guardian(s) live in a fixed, regular, adequate nighttime residence and can supply a proof of residence document (utility bill, lease/rental agreement, etc.) in the Parent/Legal Guardian(s) name.
- ☒ Student Residency Questionnaire: Student(s) and Parent/Legal Guardian(s) cannot provide a proof of residency document in their name, or need assistance in determining if the student meets the definition of a child in transition. (This includes families who are living at locations owned by relatives or friends but do not have bills in their names.)

This option is intended to be used when the parent/legal guardian is currently residing with someone and is unable to provide legal proof of residency for themselves or to assist in determining whether the student meets the definition of a child in transition (no permanent nighttime residence). The questionnaire is intended to address the requirements of the McKinney-Vento, Title X, Part C of the Elementary and Secondary Education Act.

- [Clarksville Charter School – Enrollment: Student Residency Questionnaire](#)
- [Feather River Charter School – Enrollment: Student Residency Questionnaire](#)
- [Lake View Charter School – Enrollment: Student Residency Questionnaire](#)

By law, our schools may only serve students who reside in a county or contiguous county served by the charter in which they are enrolled. All students must have an updated Proof of Residency (POR) document on file no later than the first five days of enrollment, or risk being disenrolled. If a family moves **outside the authorizing county or an adjacent authorizing county** for the school, the student will need to disenroll. Families must inform the school immediately.

To view the Ed Code this policy is based on, please click [HERE](#).