

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
 - o 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)

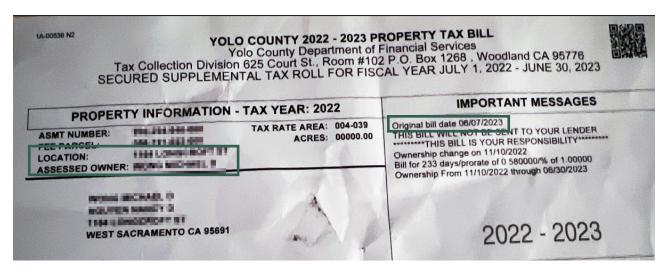
ACCEPTABLE DOCUMENTS INCLUDE:

- **Utility bill** include **all** pages
 - o 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
 - o POR date is the document date, not the date range.





• 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 I. THE PARTIES. This residential lease agreement ("Agreement"), dated July 16 , 20 23 , by and between: LANDLORD: The Landlord is 2 individuals known as hereinafter known as the "Landlord", and TENANT(S): 2 individuals known as 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 the October (15). The Praints's execution in Section in Section Comparison Study as a remaindable whelling by the Tenant(s) and the following Five (5) Occupants to reside on the Premises in addition to the Tenant(s) mentioned above. (collectively, 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 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 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 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.

The parties have agreed	and duly executed this Agreemen	t on _ July 16
Landlord's Signature	Jackston Edwing	-
Tenant's Signature:	alphy	

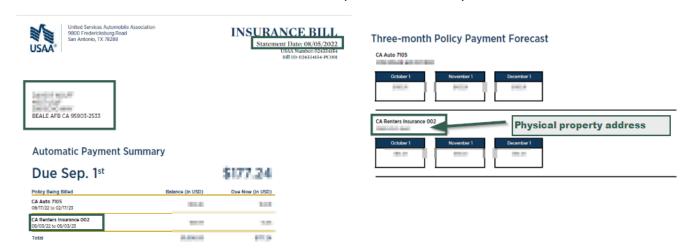
Page 1

Page 9



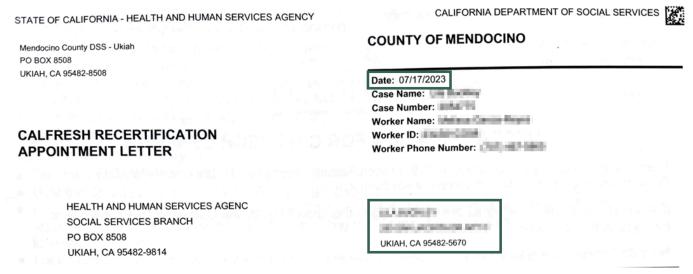
• Current home or rental insurance bill — include all pages

• The bill date is the date considered for proof of residency.



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.
 - o Exception: We cannot accept documents from the DMV.



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**.