

# MONROE CITY SCHOOL SYSTEM

## Address Verification Instructions

**PLEASE READ CAREFULLY**

1. **Parent/Guardian** signs log at Media Center.
2. **Parent/Guardian provides identification and birth certificate OR Court Document verifying guardianship of potential students**
3. **Parent/Guardian** completes **Address Verification Form** in front of **NOTARY** with the person you are living with.
4. **Notary** Signs Address Verification and applies seal.
5. **Parent/Guardian** returns the completed form to this office **with TWO (2) or more current UTILITY bills AND a copy of the lease, mortgage statement, or tax document of the residence.** Lease and Utilities may be in the name of the person they are living with. Bills **CANNOT** be cutoff notices or cell phone statements. School will allow fifteen (15) days for lease to be revised to include family names on verification.
6. **Parent/Guardian** provides correspondence received to Child Welfare and Attendance.
7. **Truancy Officer** or **School District Administrator** will conduct home visits to determine the parent/guardian and child(ren) are living at the address listed on the notarized statement.
8. **Address Verification form** is confirmed and returned to Child Welfare.
9. **Child Welfare** will write a letter to the zoned school confirming the student(s) address so enrollment process can proceed. *(APPROVED VERIFICATION ONLY)*
10. **Child Welfare** will contact the Parent/Guardian to enroll the student at zoned school with required enrollment documents.

**\*\*Follow-up home visits to verify residency will be performed throughout the school year\*\***

**Students with LEGAL GUARDIANSHIP and CONFIRMED RESIDENCE MAY be enrolled dependent on further documentation being provided within FIFTEEN (15) days. Failure to comply with these terms will result in the student being dropped from the Monroe City School System.**

**ADDRESS VERIFICATION IS FOR CURRENT SCHOOL YEAR ONLY**