



## **Proof of Residency**

The Indiana Department of Education requires that every student enrolled have on file documentation that provides proof of residency.

In addition to providing a current driver's license or state picture identification card for the school to photocopy, parents/legal guardians must provide at least one (1) additional residency document.

Proof of Residency Documentation\* may include such items as a:

- Current utility bill
- Telephone/Cable/Internet bill
- Tax return
- Bank statement
- Mortgage statement
- Rental/lease agreement
- Medical bill
- Other like information that provides a verifiable address

Documentation should be dated within 60 days of new student enrollment. The date should be clearly identified and readable, and it must include parent/legal guardian name(s) with a current Indiana address. You may bring your document(s) to our main office to be copied, send in (a) hard copy(ies), or email to [info@rschool.net](mailto:info@rschool.net).

As part of R yearly registration process, Renaissance will share the residency information we currently have on file for each student for parents/legal guardians to certify that the student's address is either unchanged or changed. If changed, the new address should be updated on the certification form and you will be required to provide physical proof of the address change.

Thank you for cooperation.

### \*Other Types of Proof of Residency

IDOE recognizes that some students may not have required residency documents due to McKinney-Vento status, Third Party Custodial status, Foster Care status, etc. Below is guidance on each situation and documentation that must be maintained.

#### McKinney-Vento (Homeless)

- Completed IN Education for Homeless Children & Youth (INEHCY) McKinney-Vento Homeless Education Program Housing Questionnaire.

#### Third Party Custodial

- Residency documents of the custodial guardian the student is residing with as proof of Indiana residency.

#### Placement of a student by DCS, FSSA, Courts, etc.

- Residency documents from the custodial guardian, foster family, etc. the student is residing with for proof of Indiana residency.
- Documentation could include court order, placement letter or other information on the appropriate state or county letterhead.

### Exceptions to Indiana Residency Requirements

#### Foreign Exchange student

- Residency documents of the host family the student is residing with for proof of Indiana residency.
- Foreign exchange students who are residing in, enrolled and attending the school corporation or charter school excluding foreign students enrolled and attending with an F1 Visa.

#### Student of an active Military family member

- Official military order of deployment or pending transfer supported in writing on official letterhead from the appropriate military branch.
- The address may include a temporary on-base leased home or apartment, purchased or leased home or apartment or federal government housing or off-base military housing.