



# LaBrae Local Schools

## PROOF OF RESIDENCY

### What is Acceptable?

1001 N. Leavitt Road • Leavittsburg, Ohio 44430 • Phone: 330.898.0800 • Fax: 330.898.6112

Proof of residence is required for all students who are enrolled in the LaBrae Local School District. Documents submitted **MUST** contain the parent/guardian's name, current address and a date. **The date should be current.** Nothing handwritten (example - receipts, notes, etc.) will be accepted. Post office boxes are not acceptable either. Parents/Guardians must document residency by providing the school with **two** of the following: (**one MUST be a utility bill**)

1. Utility Bill (electric, gas, water, sewer)
2. Monthly Mortgage Statement
3. Lease/Rental Agreement (the whole document, all pages, must include signatures of both parties)
4. Purchase/Construction Contract
5. Current Pay Stub showing current address
6. Proof of Car Insurance (In Ohio, it is illegal to drive any motor vehicle without insurance proof)
7. Government Assistance Program showing current address
8. Official Voter Registration Card from the Board of Elections
9. Monthly Bank Statement

If utilities are not in the name of the parent/guardian of the student, the following alternative must be completed instead:

- A. LaBrae's Residency Affidavit **OR**
  - B. Provide a signed, notarized, typed statement from the party with whom the parent/guardian states they reside with/rent from. This letter must be from a third party and not the parent/guardian himself/herself.
- AND**
- C. A copy of a current utility bill in the name of that third party. **AND**
  - D. A copy of a piece of current business type mail in the name of the parent/guardian.
    - a. Business mail would be things such as items 5 through 9 above. Some business with which the parent/guardian is currently doing regular business.
    - b. NO credit card solicitations or service set-up work orders are acceptable. NOTHING HAND WRITTEN.

Alternative Example #1: Ms. Smith's would like to enroll her daughter in the LaBrae Local School District. She and her daughter reside with her uncle, Mr. Brown. Mr. Brown will need to type a statement and have it notarized. He will also need to provide a copy of a current utility bill in his name, since he owns or rents the property. Ms. Smith must provide a copy of one of the following items listed in 5 through 9 above. Complied together, this alternative will suffice as proof of residence for the student regarding the current school year. If she would move and obtain utilities in her name, then this alternative method is no longer her option and she must comply with the required utility bill requirement instead.

Alternative Example #2: Mr. Johnson's would like to enroll his son in the LaBrae Local School District. Mr. Johnson and his son live in an apartment. All of the utilities are included in the price of rent, so Mr. Johnson does not receive any utility bills in his name. Mr. Johnson will need to obtain a notarized typed letter from the rental office confirming that he and his son live in the apartment. Mr. Johnson will also need to provide another form of proof of residency as listed in numbers 5 through 9 above.

**Unacceptable** forms of proof of residency include tax forms, junk mail and driver's licenses. Driver licenses may be requested for photo identification purposes only.

Parents/guardians must remember to keep the school informed of any address changes that occur and to submit the required documentation to ensure continued enrollment in LaBrae Local Schools. If it becomes known that a student is attending illegally or has given false information on residence and/or guardianship, the parents/guardians will be billed a tuition amount for the time the student attends under deceptive enrollment.