

Utah State Board of Education
Utah Public Schools Proof of Residency Model Procedures

Before a student is enrolled in a Utah public school, the student’s parent(s) or legal guardian(s) must show proof of Utah residency in the school district in which the student desires to enroll.
(UC.A. 53G-6-302)

Below are examples of documentation a school may request to show residency, please provide any two items below, dated in the last 30 days:

COLUMN A	COLUMN B (Document must show current address)
<p>Copy of deed AND/OR record of most recent mortgage payment; or</p> <p>Copy of Lease AND record of most recent rent payment; or</p> <p>Purchase Agreement with date funded, address, and buyer(s) names. This can only be used for a new purchase; or</p> <p>Legal affidavit from landlord affirming tenancy AND record of most recent rent payment if available, or statement in body of affidavit that family is living there free of charge and for what period of time.</p> <p>If none of the above is available, a legal affidavit from the leader of a recognized established religious unit (ward, stake, parish, mosque, synagogue) affirming that the family lives at the address designated by the parent/legal guardian.</p>	<ul style="list-style-type: none"> ● Letter from approved government agency, such as assisted housing, food stamps, or unemployment payments ● Payroll stub ● Bank or credit card statement ● Utility bill or work order such as: <ul style="list-style-type: none"> - Gas bill - Electric bill - Cell phone bill - Cable bill - Change of address form from U.S. mail ● Valid driver license ● Valid Utah photo identification card ● Church or religious records <p><i>Dated within the past year:</i></p> <ul style="list-style-type: none"> ● W-2 form ● Property tax bill
<p>A NEW Build. If you are building a new home you can submit proof of residency once the foundation of the new build has been poured. The proof of residency is a letter on builder letterhead with the following:</p> <ol style="list-style-type: none"> 1. Name(s) of buyer 2. Address of new home being built 3. Current status of home being built 	
<p>Note: THIS IS A MODEL ONLY. School personnel should determine the forms of documentation necessary to satisfy residency requirements for public school enrollment. It is not necessary for school personnel to retain documentation provided by a student’s parent(s) or legal guardian(s) once residency has been confirmed.</p>	
<p>The following do not establish residency:</p>	
<ul style="list-style-type: none"> ● Powers of attorney ● Letters from friends or relatives 	<ul style="list-style-type: none"> ● Property owned in Utah school district boundaries ● P.O. box in school district boundaries

THE PROOF OF RESIDENCY MODEL SHOULD NOT BE USED FOR HOMELESS STUDENTS

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