

Intradistrict Communication

DATE: July 18, 2024

TO: School Administrators
Elementary Administrative Assistants
Secondary Attendance Secretaries
Secondary Registrars

FROM: Michael Anderson, Associate Superintendent
Travis Hamblin, Director, Student Services
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SUBJECT: Guidance on “Proof of Residency” Requirements

Inconsistencies districtwide in how parents/guardians have been asked to supply “proof of residency” documentation has led to difficulties in enrolling students and an unpredictable enrollment experience at different schools and levels.

Effective immediately, all schools in Jordan School District will require TWO (2) proof of residency documents at the time of enrollment: One or two documents from Column A of the table below and no more than one document from Column B (the model document listing from the Utah State Board of Education has been used as a basis for this table):

Column A (1 or 2 documents)	Column B (No more than 1 document)
<ul style="list-style-type: none">• Property deed. The deed must be for a primary residential property, not for investment or commercial property.• Mortgage statement from the most recent billing period.• Lease and payment record from the most recent billing period.• Government photo ID with current address.• Notarized Affidavit of Occupancy or Rental• Other documentation, as approved by Planning & Enrollment or School Administration	<ul style="list-style-type: none">• Pay stub• Bank or credit card statement• Utility bill• Vehicle registration• Voter registration documentation• Church or religious records, including a notarized affidavit from a local congregation leader affirming that the parent resides within boundaries.• Other documentation, as approved by Planning & Enrollment or School Administration

If there are concerns with the provided documentation, a third document may be requested at the direction of school administration; however, requiring three documents should NOT be standard practice. Updated documentation can and should be requested when a parent/guardian submits a change of address request or when school administrators believe the family’s residency status has changed.

If the parent/guardian declares during enrollment that the family is homeless and qualifies for services under McKinney-Vento, the declaration covers BOTH residency document requirements. No further documentation can or should be requested from the parent or guardian and the student should be enrolled immediately. After enrollment, if there are concerns about eligibility for McKinney-Vento services, the school may coordinate with the district McKinney-Vento liaison for further assistance.

An “explainer document” (in English and Spanish) to show to parents is attached to this memo. Additional information can be found in the Planning & Enrollment Manual at <https://planning.jordandistrict.org/manual/enrollment/#ResProof>