



Spring Valley Guidance Department

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MEMORANDUM

To: SVHS Parents & Students
Fr: Guidance Department
Subject: Proof-of-Residence

For the 2013-2014 school year, Richland School District Two (RSD2) will continue with its proof-of-residence procedures that will require all students to provide updated proof-of-residence documentation prior to their enrollment in a RSD2 school, and *yearly thereafter*. Families are encouraged to begin bringing in proofs to the Guidance Office for the upcoming school year.

The following will be required for each student enrolled in an RSD2 school:

New enrollments must provide three proofs-of-residence.
All new kindergarten students must provide three proofs-of-residence.
Current K–12 students must provide one proof-of-residence.

The types of acceptable proofs when three proofs-of-residence are required will remain the same: electric bill, water bill, “land line” phone bill, cable or satellite bill, completely executed rental lease, or a real estate purchase contract. All bills, leases, etc. must be dated within 30 days of the date on which they are submitted to the school.

When one proof-of-residence is required, a current utility bill (electric bill, water bill, “land line” phone bill, cable or satellite bill) should be submitted.

If a family currently residing in the district moves to another in-district residence the situation will be viewed as a new enrollment for verification purposes. The family will be required to submit three new proofs-of-residence.

Residency documents are to be kept on file in a student’s permanent folder. To expedite the collection of documents, parents and students are encouraged to bring a copy of an acceptable proof-of-residence that can be turned in to the Guidance Department. The deadline for all addresses being verified will be sometime in August, 2013. Students who have not provided proper proofs-of-residence for the 2013-2014 school year will not be allowed to:

- Pick up schedules, get lockers, get parking tags, etc. at Orientation in the Summer of 2013
- Practice for sports or activities (such as football, band, etc.) during the Summer of 2013
- Attend school after the August, 2013 deadline (until the proofs are turned in)