

# COMMACK UNION FREE SCHOOL DISTRICT

## REGISTRATION DOCUMENTS

### VERIFICATION OF RESIDENCY

The parent(s) or person(s) in parental relation must submit documentation and/or information establishing the physical presence of the parent(s) or person(s) in relation and the child in the Commack School District (“the District”). Below is a non-exhaustive list of forms of documentation that may be submitted:

- (1) A copy of residential lease or proof of ownership of a house or condominium, such as a deed or mortgage statement;
- (2) A sworn or unsworn statement by a third-party landlord, owner, or tenant from whom the parent(s) or person(s) in parental relation leases or with whom they share property within the District;
- (3) Any other statement by a third-party establishing the parent(s) or person(s) in parental relation’s physical presence in the District;
- (4) Pay stub with home address in the District;
- (5) Income tax form;
- (6) Utility or other bills;
- (7) Membership documents(e.g. library cards) based upon residency;
- (8) Voter registration document(s)
- (9) Official driver’s license, learner’s permit or non-driver identification with home address in the District;
- (10) State or other government-issued identification;
- (11) Documents issued by federal, State or local agencies (e.g., local social service agency, federal Office of Refugee Resettlement); or
- (12) Evidence of custody of the child including, but not limited to, judicial custody orders or guardianship papers.

The District will require the parent(s) or person(s) in parental relation to provide an affidavit either: (1) indicating that they are the parent(s) with whom the child lawfully resides; or (2) indicating that they are the person(s) in parental relation to the child, over whom they have total and permanent custody and control. In the case of a person(s) in parental relation to the child, the affidavit must describe how they obtained total and permanent custody and control (e.g., through formal guardianship or otherwise). A judicial custody order or an order of guardianship will not be required as a condition of enrollment.

The District will also accept other proof of residency such as documentation indicating that the child resides with federally appointed sponsor.