

**UTAH STATE OFFICE 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 residency in the school district which the student desires to attend.

The following documents shall be used in determining residency:

All applicants shall submit at least one document from Column A and two or three, at school district’s discretion, from Column B.	
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>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; or</p> <p><b>If none of the above is available</b>, a legal affidavit from the leader of a recognized established religious unit (ward, stake, parish, mosque, synagogue) affirming that the family is a resident of the designated school district.</p>	<p><b>Dated within the past 60 days:</b></p> <ul style="list-style-type: none"> <li>• Letter from approved government agency, such as assisted housing, food stamps, or unemployment payments</li> <li>• Payroll stub</li> <li>• Bank or credit card statement</li> <li>• Utility bill or work order such as:                             <ul style="list-style-type: none"> <li>- Gas bill</li> <li>- Electric bill</li> <li>- Home telephone or cell phone bill</li> <li>- Cable bill</li> <li>- Change of address form for U.S. mail</li> </ul> </li> <li>• Valid driver license</li> <li>• Current vehicle registration</li> <li>• Valid Utah photo identification card</li> <li>• Valid passport</li> <li>• Voter registration documentation</li> <li>• Church or religious records</li> </ul> <p><b>Dated within the past year:</b></p> <ul style="list-style-type: none"> <li>• W-2 form</li> <li>• Excise (vehicle) tax bill</li> <li>• Property tax bill</li> </ul>
<p><b>Note:</b> If an individual cannot satisfy any items in the left hand column, the public school may confirm residency if the individual presents four items from the right hand column, including valid driver license and valid vehicle registration. All items must show current address.</p>	
<p>The following do not establish residency:</p>	
<ul style="list-style-type: none"> <li>• Powers of attorney</li> <li>• Letters from friends or relatives</li> </ul>	<ul style="list-style-type: none"> <li>• Property owned in school district boundaries</li> <li>• P.O. box in school district boundaries</li> </ul>

**THIS PROOF OF RESIDENCY MODEL DOES NOT APPLY TO HOMELESS STUDENTS**

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