

**ADDRESS VERIFICATION INSTRUCTIONS**

**Residency verification paperwork must be submitted:**

- Before a new student will be registered
  - Any time a student's address changes
  - At the beginning of every school year:
- (Elementary: Middle School & High School: Before the first day of school)

**RESIDENCY REQUIREMENTS**

Students **MUST** reside within the specific school's attendance area or have an approved Intradistrict or Interdistrict Transfer on file with the Napa Valley Unified School District. The school will require 3 proofs of residency for **ALL** students. All proofs must have same address.

Proof of Residency-Parents and guardians must be able to provide proof that they live within the school's attendance area.

See table below for requirements.

<b>1. Parent's Picture I.D.</b> <i>One of the following:</i>	<b>2. Residency Documentation</b> <i>Any <u>two</u> of any of the following:</i>	
Current CA State Driver's License	Current vehicle registration	Payroll Stubs/Checks *Must be dated within the last month
Current CA State I.D. Card	State or Federal Tax Return *filed within the past 12 months with W-2 forms attached. Business returns do not meet residency requirements	Government Forms *I.D. or communication from a government agency
Current Passport or Consulate-Issued Picture I.D.	Property Tax Bill *Parent's name and property address indicating home owner's exemption	Utility Bills *Any of the following, dated within the last month: PG&E, Water, Garbage, Cable, Land-line Telephone
Military I.D./Orders	Management Company Rental/Lease Agreement *Must include: Parent's name, student's name, address, manager's/owner's name and phone number. (This will be verified by a phone call from the school.)	

**CAREGIVER AFFIDAVITS**

*(Must be approved/renewed every year)*

Caregiver affidavits are applied for through the NVUSD Child Welfare & Attendance Office: (707) 253-3585

Students qualify as District residents if they reside **FULL-TIME** in the home of a caregiving adult living within District boundaries. This caregiving adult must provide residency verification as outlined above. "Full-time" for the purpose of this registration is defined as:

- The student's primary residence is that of the caregiving adult and
- The student resides in the home of the caregiving adult 24 hours a day, seven days a week, and during periods of vacation and/or holidays.

**JOINT PHYSICAL CUSTODY**

Students whose parents have joint **physical** custody may continue their enrollment in NVUSD if at least one of their parents can meet the residency requirements of the District.