



Residency Affidavit

Carmel Unified School District



NOTE: Establishing residency does not complete a child's registration.

INSTRUCTIONS

Residency must be established by a parent/guardian of each student who is:

- New to the district,
- Transferring from one school to another within the district, or
- Changing addresses.

Submit the documents listed below to the school your child will attend and **complete all sections of the Residency Affidavit**, as applicable.

Before submitting documentation, you may cross out all dollar amounts and account numbers to maintain privacy.

NOTE: If legal custody of a child is split between two parents, in addition to the documents listed below, you need to attach a certified copy of the court order or custody agreement identifying each parent's respective award of physical custody. In the absence of a certified court order or custody agreement, or in the case of a split family household, you must sign the Custody Declaration section on page 1 in the Residency Affidavit. You are responsible to immediately inform the school of any changes to the court order or agreement, or other custody arrangements for your child(ren).

A. If you Own OR Rent the property in which you reside, please submit these 3 items:

- _____ (1) The most recent copy of your **Monterey County Tax Bill** or a **Mortgage Statement** or a **copy of the Lease/Rental agreement** in your name showing the residence address and signatures of lessor/lessee. (If you are on a month-to-month agreement, you must provide the most recent month's receipt or canceled check); and
- _____ (2) A recent **Utility Bill** in your name for the current month showing the residence address; and
- _____ (3) **One of the items below in your name**, showing the residence address:
- Proof of residency from the Monterey County Registrar of Voters; or
 - Current DMV vehicle registration; or
 - One other recent bill mailed to you; or
 - A pay stub or bank-cancelled check for the current month; or
 - Recent correspondence from a government agency, e.g., the IRS or Social Security.

B. If you are Sharing a Home with another individual/family, please submit these 4 items:

- _____ (1) **Complete Section B** of the Residency Affidavit. Must be signed by the primary resident of the home before a CUSD official or notary public will sign off.
- _____ (2) The most recent of a **Monterey County Tax Bill** or a **Mortgage Statement** or a **Copy of the Lease/Rental Agreement** in the primary resident's name showing the residence address; and
- _____ (3) A recent **Utility Bill** for the current month showing the residence address in your name or the primary resident's name; and
- _____ (4) **One of the items below in your name** (from the parent/guardian of the student), showing the residence address:
- Proof of residency from the Monterey County Registrar of Voters; or
 - Current DMV vehicle registration; or
 - One other recent bill mailed to you; or
 - A pay stub or bank-cancelled check for the current month; or
 - Recent correspondence from a government agency, e.g., the IRS or Social Security.



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This form and your documents may be photocopied and/or scanned for administrative purposes.

SECTION A – To Be Completed By ALL

Previously Attended CUSD	Student Legal Name (First / Middle / Last)	Grade	DOB	Gender	Special Ed (if applicable)
<input type="checkbox"/> Yes <input type="checkbox"/> No					<input type="checkbox"/> 504 <input type="checkbox"/> IEP
<input type="checkbox"/> Yes <input type="checkbox"/> No					<input type="checkbox"/> 504 <input type="checkbox"/> IEP
<input type="checkbox"/> Yes <input type="checkbox"/> No					<input type="checkbox"/> 504 <input type="checkbox"/> IEP
<input type="checkbox"/> Yes <input type="checkbox"/> No					<input type="checkbox"/> 504 <input type="checkbox"/> IEP

Parent(s)/Guardian(s): _____

Physical Address: _____ City: _____ Zip: _____

Mailing Address: _____ City: _____ Zip: _____

Primary Phone: _____ Work/Cell: _____ Other: _____

Primary Email Address (Please print clearly): _____

CUSTODY DECLARATION (If Applicable)

The above-listed address is the full-time (7 days a week) residence of the above-listed child(ren) {Unless otherwise noted in the attached certified court order or custody agreement or as attested in the Custody Declaration, below}.

- Certified Court Order or Custody Agreement (Please Attach)
- Custody Declaration (Must be completed if you are a custodial parent/guardian and you do not submit a certified court order or custody agreement)

I, _____ declare that I am the custodial parent/guardian of the above-listed child(ren), who reside with me at the physical address listed above for the majority (**at minimum, three**) of school week nights

Signature of Parent/Guardian

Date

To validate the Residency Affidavit, the parent/guardian signature must be witnessed by a CUSD official or notary public.

I agree to **immediately** notify the Carmel Unified School District of there is **ANY CHANGE** in residency.

I swear (or certify) under penalty of perjury that the foregoing is true and correct, and that any and all copies of documents submitted to verify my residency are true and correct copies of the original documents, and that any and all documents submitted have not been altered except for the crossing out of dollar amounts and account numbers which is permitted for the purposes of this Residency Affidavit.

Executed on the date below in the County of _____, California.

Signature of Parent/Guardian

Date

SWORN BEFORE ME ON THIS DATE:

Signature of CUSD Official

OR

Signature of Notary Public

Date

Date

FOR STAFF USE ONLY

- Method of Verification of Birth Date provided (i.e. birth certificate, passport, ect...)
- Complete Pending: Utility Bill Other Bill Court Documents Other: _____
- Scanned Into Shared Residency Folder / Date: _____ / By: _____



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TO BE UNDERSTOOD AND INITIALED BY THE PARENT/GUARDIAN:

Statement	Initials
The Carmel Unified School District will actively investigate all cases where it has reason to believe false information has been provided.	
I agree to immediately notify Carmel Unified School District if there is any change in the status of my residency.	
The District may refer cases in which false information has been intentionally provided to the Monterey County District Attorney for further action and/or file civil action to recover damages incurred as a result of providing false information.	
If false information is provided to the District for the purpose of enrolling my child in the District, I could be held liable for the expense to the District of investigating my child's residency.	
Persons providing false information on an affidavit also are civilly liable for fraud, negligent misrepresentation, and negligence. Parties found civilly liable may be required to pay all damages caused to the District as a result of providing false information, as well as punitive damages. (Civ. Code Sec. 1709)	
Investigations that reveal students have enrolled on the basis of providing false information will lead to withdrawal from the District.	

Signature of Parent or Legal Guardian

Date

SECTION B – SHARED HOME (if applicable)

To be completed by the primary resident **sharing a home** with those described on the previous page:

I, _____, declare I am the primary resident/owner of the address listed on the previous page and that the person(s) claiming the address on the previous page resides with me on a full-time basis (**7 days a week**). I will submit the required pieces of evidence to verify my residency.

I agree to immediately notify the Carmel Unified School District if there is any change in the status of the residency of the person(s) listed on the previous page. I understand that home visitation and/or residency verification is a part of a process when residency is established by this Residency Affidavit.

I swear (or certify) under penalty of perjury that the foregoing is true and correct. Executed on the date below in the County of _____, California.

Signature of Primary Resident

Date

SWORN BEFORE ME ON THIS DATE:

Signature of CUSD Official

OR

Signature of Notary Public

Date

Date