



# CUSD Employee Residency Affidavit

Carmel Unified School District



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

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

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

Parent(s)/Guardian(s): \_\_\_\_\_

Physical Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Work/Cell: \_\_\_\_\_ Other: \_\_\_\_\_

Primary Email Address (Please print clearly): \_\_\_\_\_

**Carmel Unified School District Employee { Ed Code 48204(b) / CUSD AR 5111.1 }**

Lives In District       Lives Out of District

A child seeking enrollment in a district elementary, middle or high school, whose parent/legal guardian residing outside of the district is employed as a regular employee of the district, may be enrolled for so long as the parent/legal guardian maintains district employment.

Once admitted in compliance with these conditions, and so long as the parent/legal guardian maintains employment within the district, the student is deemed a resident and not required to reapply in subsequent years. (84 Ops .Cal. Atty. Gen. 198 (2001).)

As used in this policy, a "regular employee" of the district is defined as:

- a. A certificated employee of the district who works for the district for at least 10 months per year;
- b. A classified employee as defined by Education Code [45103](#). The definition of classified employee does not include substitute or short-term employees, employed and paid for less than 75 percent of a school year, defined as 195 working days, including holidays, sick leave, vacation and other leaves of absence, irrespective of number of hours worked per day. The definition of classified employee also does not include part-time playground positions, apprentices, or professional experts employed on a temporary basis for a specific project, regardless of length of employment;
- c. A regular employee terminated due to layoff who has reemployment rights, provided that the child in question has been continuously enrolled and maintained regular attendance in a K-12 district school.

**To validate the CUSD Employee Residency, the parent/guardian signature must be witnessed by a CUSD official.**

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

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 (i.e. – Registrar, Secretary or Admin)*

\_\_\_\_\_  
*Date*

**FOR STAFF USE ONLY**

Method of Verification of Birth Date provided (i.e. birth certificate, passport, etc...)

Complete     Pending

Scanned Into Shared Residency Folder / Date: \_\_\_\_\_ / By: \_\_\_\_\_