



MENLO PARK CITY SCHOOL DISTRICT
181 Encinal Avenue, Atherton, California 94027
Phone: 650-321-7140 ~ Fax: 650-321-7184
www.mpcsd.org

OFFICE OF THE SUPERINTENDENT

PROOF OF RESIDENCE *(per Board Policy AR5111.1 District Residency)*

As part of the registration process families must provide proof of residence within the District attendance boundaries. The following original documents must be presented to the Registrar for verification:

1. Driver's License (or other government issued photo ID).
2. Current PG&E bill (mailed to residence, not from the Internet) or a letter of Confirmation of Service from PG&E, or a current water bill, or DMV registration card.
3. One additional current bill (telephone, cable, insurance, credit card, garbage, etc., mailed to residence, not from the Internet).
4. **Homeowners:** County property tax bill
Renters: Current lease or rental agreement, including contact information for property manager or owner, **AND** a copy of a receipt or cancelled check for the most recent rental payment.

ADDITIONAL DOCUMENTATION

ESCROW PAPERS

If you are in the process of purchasing a property within the District, please provide Escrow papers with the estimated date of closing (or a statement from the Escrow Company). When the purchase is complete, the deed/title must be presented to complete the verification of residence.

AFFIDAVITS

- A. NOTARIZED AFFIDAVIT OF PARENT RESIDENCE – Affidavits must be completed by parents/guardians who are living at a residence where someone else is the primary resident.
- B. CAREGIVER AFFIDAVIT – Affidavits are required if a student is living with an adult other than the parent.

The affidavit must be completed, notarized, and returned to the District Office. **Proof of residency documents (listed above) in the name of the primary resident must be attached.** Affidavit forms can be obtained from the District Office. If approved by the Superintendent, the affidavit will then be forwarded to the appropriate school with approval to register. Affidavits are only valid for one school year.

PLEASE NOTE

- If a family moves during the course of the school year, but remains within the District boundaries, updated proof of residence must be presented.
- Any change of address involving a **Tinsley Voluntary Transfer Program student must** be reported to the Superintendent's Office. If a Tinsley student moves out of the Ravenswood City School District, they will no longer be eligible for the Tinsley program and will need to enroll in their new district of residence.
- If a family moves out of the district during the school year, this **MUST** be reported to the Superintendent's Office so that an Interdistrict transfer can be considered, if appropriate.

If you have any questions, please contact the Registrar at 650-321-7140 x5600.