

<b>PROCEDURE</b>	Attendance	Revised Date 6/9/09
	Residency	Policy Reference 500.6

**A. ALL CURRENT STUDENTS AND STUDENTS NEW TO THE DISTRICT:**

At the beginning of every school year, registration and/or emergency cards shall be updated on all students currently in the District. Individuals shall not be considered a resident until proof of residency is verified and shall not be allowed to attend school.

As a proof of residency, ALL parents will be required to provide the following items showing physical address in Blaine County and the name(s) of the Custodial Parent(s) or Legal Guardian(s) of the student:

1. Two (2) current utility bills, written proof of utility service, or lease agreement indicating utilities paid with lease; any of which include name and physical address in Blaine County; AND,
2. One of the following additional documents:
  - a. Valid Idaho Driver's license or State issued I.D. card indicating physical address in Blaine County.
  - b. A property tax bill indicating physical address in Blaine County.
  - c. A current lease agreement indicating physical address in Blaine County.
  - d. A notarized affidavit signed and sworn from current landlord or homeowner of physical address in Blaine County.
  - e. Idaho Tax Return indicating physical address in Blaine County.
3. Additional documents as accepted by the school as an alternative to the above, indicating physical address in Blaine County.

Anyone who is unable to meet this requirement (i.e. McKinney-Vento Act [Policy Section 500.6] or Address Confidentiality Program) shall be referred to the Superintendent or Designee for evaluation, who will in turn notify the school of their status upon completion of the interview.

**B. RESIDENCY IN QUESTION:**

Where reasonable cause for suspicion exists to believe that a student's Custodial Parent(s) or Legal Guardian(s) no longer reside within the legal boundaries of Blaine County, the administrator, supervisor, or designee shall immediately notify the District Office and actively pursue the verification of residency in at least the following manner:

- Registration card information shall be verified.
- Emergency card information shall be verified.
- A physical verification of the residency location shall be conducted.
- Phone number and mailing address shall be verified.
- Further proof of residency as described above may be requested.

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C. NON-RESIDENT ATTENDANCE IN SCHOOL:

If a non-resident student is found in attendance at a school, the building Principal shall notify the District Office and make either verbal or written contact with the Custodial Parent(s) or Legal Guardian(s) of the student, to notify them of the illegal attendance of their child(ren) and that their child(ren) are being immediately removed from attendance.

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