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MEMO regarding Residency Verification

During the month of September 2019 and in conjunction with the beginning of the year paperwork for families, Canterbury Public Schools will be conducting an in-depth residency verification process. All families of students attending Canterbury Public Schools will need to prove their residency. Administration will be asking for proof of residence and adding these residency documents to your students' cumulative folder.

Please work with us as we undertake this process.

You will be asked to provide the front office or Superintendent's office if you are a Highschool student, three pieces of documentation that will prove your residency:

- A. Your driver's license with your Canterbury address on it
- B. A copy of your rental lease or mortgage statement
- C. A copy of a utility bill in your name with your address on it

If you have any difficulty providing these documents, there is an additional form called the Certification of Residency. This form is used for extenuating residency circumstances such as:

- D. If the Canterbury student(s) lives with a guardian, the guardian must bring in their court documentation along with proof of residency in Canterbury.
- E. If the Canterbury student(s) lives with their parents in someone else's house in Canterbury (grandparent, friend, or other relative) the Canterbury homeowner AND the parent must fill out the Certificate of Residence form, bring your proof of residency documents, and meet with the Superintendent
- F. If the Canterbury student (s) lives in a split household and spend some time in a parent's house in another District, this will require a meeting with the Superintendent to discuss the circumstances and schedules of the children to assess which District is the "home" district where the children will attend school

These extenuating residency circumstances require a meeting with the Superintendent to confirm residency in Canterbury.

This process is being carried out at Canterbury Elementary School, Baldwin Middle School, all of our High Schools, all of our out-of-district placements, and Stem and Magnet schools. Please assist our staff in completing this task. Thank-you.