



Residency Documentation Guidelines

All new families must reside within the Riverside Local Schools boundaries. We are not accepting new open enrollments. Two forms of Proof of Residency are required to register.

Homeowners—If the parent/legal guardian is the homeowner, the following documents are required:

- A current utility bill (gas, electric or water), that shows the parent's name, address and date the bill was issued.
- A current mortgage statement or property tax bill, that shows the parent's name, address and date the bill was issued.

Renting—If the parent/legal guardian is renting, the following documents are required:

- A signed and dated lease agreement in the name of the parent/guardian that includes the start and end dates of the lease.
- A current utility bill in the name of the parent/guardian with the address of the rental property, showing the date the bill was issued. If the utilities are paid by the landlord, a monthly bill may be accepted (e.g. cell phone or internet bill). The parent's name, address and date the bill was issued must be visible.

Living with a friend/relative—If the parent/guardian is living with a friend/relative who resides with the Riverside District, the following documents are required:

- A signed and notarized Affidavit of Residence form.
- A current utility bill in the name and address of the homeowner, it must also include the date the bill was issued.
- A current monthly bill, insurance statement, bank statement or pay stub that is mailed to the notarized address, that shows the parent's name, address and date the it was issued.

Building or Purchasing a house in the District—If the parent/guardian is in the process of building a house in the District, the children may attend school as district residents for up to 90 days prior to moving into the District provided we have the following documents:

- A signed and dated purchase agreement or builders contract for the house being built.
- A written statement from the builder confirming the house's location and the approximate date of completion.
- A current utility bill must be submitted within 30 days of moving in to the home, that shows the parent's name, address and date the bill was issued.

Please note: All documents must have a visible issued dates on them.

We will not accept images of bills in envelopes.