

RESIDENCY VERIFICATION INFORMATION

In the month of August, Germantown School District officials will begin the process of verifying the residency of its constituents; given the nature of vouchers and rules associated with making determinations surrounding State funding, this process is necessary. You can email, mail, or drop off copies of the residency documents for review. We require two documents; one document from Category A and another document from Category A or B (see below).

Documents can be emailed to: enrollment@gsdwi.org

Documents can be mailed to or dropped off at:

Germantown School District Administrative Offices

N104W13840 Donges Bay Road
Germantown WI 53022-4499
Susie Winters - [262-253-3929](tel:262-253-3929)

Hours: Monday – Thursday 7 AM – 4 PM

Germantown High School

W180N11501 River Lane
Germantown WI 53022
Julie Cull, School Counseling Office – [262-502-7255](tel:262-502-7255)

Hours: Tuesday – Thursday 7 AM – 3 PM

(Please note days and times for drop off)

CATEGORY A

For Home Owners: Current Closing Statement **OR** Current Mortgage Statement **OR** Current Tax Bill **AND/OR** recent Utility Bill.

For Renters: Current Rental/Lease Agreement (should include parent/guardian name(s), manager or owner name and telephone number, lease start date, lease termination date **AND** canceled check (or cleared bank statement) showing payment for rent for a current period **AND/OR** recent Utility Bill.

CATEGORY B

- Current Credit Card Statement
- Current Auto or Health Insurance Statement
- Current Pay Stub
- Government Correspondence (dated within the last three months)
- WI Driver's License

Residency documents are needed to establish residency in the District. Residency is the address at which the family physically resides, keeps their personal affects, receives mail, and maintains voter registration. This residency must be a street address. Post Office boxes are not accepted. Falsification of any information or documents relative to this verification procedure may result in the withdrawal of this student. At least *one document must be from Category A* and the *other document may be from either Category A or B*. Documents from Category B must have been mailed to resident address in the Germantown School District within the last thirty (30) days. The documents must include the address of the residence within the school district. *In extenuating circumstances, administration will review other documentation and determine eligibility.*