

## **PROOF OF RESIDENCY REQUIREMENTS**

Students new to the Germantown School District or changing schools within the District must provide proof of residency before enrolling. The District requires two original documents be presented to verify residency.

Enrolling students must bring proof of residency documents to the appropriate school office along with:

- A completed Student Enrollment Form &
- An original or certified copy of the child's birth certificate

Students who do not reside in the Germantown School District may enroll in the District through Open Enrollment or the Milwaukee Chapter 220 programs. These students have a different set of criteria than residents.

## **APPROVED RESIDENCY DOCUMENT LIST**

Two residency documents are needed to establish residency in the District. At least one document must be from Category A below. The other document may be from either Category A or B. Documents from Category B must have been mailed to the resident address in the Germantown School District within thirty (30) days before registering. The documents must include the address of the residence within the school district. *In extenuating circumstances, administration will review other documentation and determine eligibility.*

### **Category A**

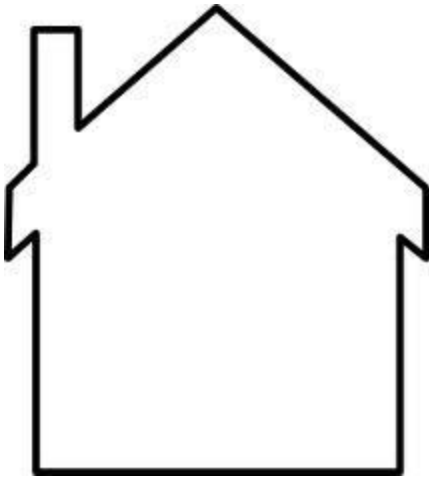
- Current Property Tax Statement
- A Closing Statement for Purchasing a Home
- A Mortgage Statement
- A Signed Current Residential Lease (including Landlord's name, address, and phone number)
- Utility Bill

### **Category B**

- Credit Card Statement
- Auto or Health Insurance Statement
- Pay Stub
- Government Correspondence Dated Within Three Months of Enrollment
- Driver's License

If the person seeking to enroll a child is unable to produce a Category A residency document in their name, he or she may complete an Alternative Residency Verification Form to establish residency. Students are not considered registered and eligible to enroll until the residency verification process is complete.

Wisconsin State Statute §121.77 requires that students attend school in their district of residence and school districts charge tuition to non-resident students. Germantown School District investigates and verifies residency, assess tuition when appropriate and will prosecute, if necessary, to recover tuition.



# INFORMATION FOR PARENTS

## IF YOUR FAMILY LIVES IN ANY OF THE FOLLOWING SITUATIONS:

Doubled up with other people due to loss of housing or economic hardship



In a shelter



In a car, park, abandoned building, or bus or train station



In a motel or campground due to lack of an adequate accommodation



Or similar circumstances

*Your school-age child may qualify for certain rights and protections under the federal McKinney-Vento Act.*

### Your eligible children have the right to:

- Receive a free, appropriate public education.
- Enroll in school immediately, even if lacking documents normally required for enrollment.
- Enroll in the local school; or continue attending their school of origin (the school they attended when permanently housed or the school in which they were last enrolled), if that is your preference and is feasible.

*\*If the school district believes that the school you select is not in the best interest of your children, then the district must provide you with a written explanation of its position and inform you of your right to appeal its decision.*

- Receive transportation to and from the school of origin, if you request this.
- Receive educational service comparable to those provided to other students, according to your children's needs.

***If you believe your children may be eligible,  
contact the school social worker or local liaison to find out what services and supports may be available.***

#### School Social Worker

Stephanie Kaebisch  
(262) 502-7121

Sara Wong  
(262) 502-7325

#### Local Liaison

Todd Lamb  
(262) 253-3920

#### State Coordinator

Kristine Nadolski  
(608) 267-7338

Susan Piazza  
(608) 267-1284