



July 2015

Dear Parent/Guardian,

District policy requires the parent/guardian of any student new to a building, any student new to the district or any current student who has recently moved to provide confirmation of the student's residence. Each student is to attend the school that correlates to the address of his/her parent/guardian. The purpose of this is to manage class size at your child's school and to ensure compliance with Iowa's laws regarding enrollment.

At the time of enrollment you will need to provide official photo identification, as well as, proof of address that confirms your student's residence. The types of documentation that will be accepted includes:

- Utility Bill or Confirmation of Services
- Lease or notarized statement from landlord
- Purchase Agreement
- Mortgage Statement
- Polk County Assessors- print copy of web page verifying property ownership
- Property tax statement
- Vehicle registration
- DHS Paperwork
- Shelter Stay Verification

If you are residing with family or friends, we will need a notarized letter from the person you are living with attesting that you and your child are currently residing at their address. In addition to the letter, we will need one form of address verification in their name, from the list above.

We appreciate your cooperation in this regard.