

**Utah State Office of Education**  
**Utah Public Schools List of Needed Registration and Proof of Residency Documents**

Before a student is enrolled in a Utah public school, the student’s parent(s) or legal guardian(s) must show proof of Utah residency in the school district in which the student desires to enroll.

- This residency procedure does not apply to homeless students as defined in the McKinney/Vento Act
- If you are open enrolled, bring you Open Enrollment approval letter as proof of address to the school.

All applicants must submit a **Birth Certificate** and an **Immunization Record** along with **at least one document from each** of the following columns:

(Name and address on these documents from column A and B must match the name and address of the parent of the student being registered.)

Column A	Column B (Document MUST show current address)	Column C (for identification purposes)
<ul style="list-style-type: none"> <li>• Copy of deed AND/OR record or most recent mortgage payment; or</li> <li>• Copy of Lease AND record of most recent rent payment; or</li> <li>• Legal affidavit from landlord affirming tenancy AND record of most recent rent payment if available, or statement in body of affidavit that family is living there free of charge and for what period of time; or</li> <li>• Copy of title work, closing papers, or paperwork from recorder’s office if you recently closed on a new home</li> </ul>	<p>Dated within the past 60 days:</p> <ul style="list-style-type: none"> <li>• Letter from approved government agency, such as assisted housing, food stamps, or unemployment benefits</li> <li>• Payroll stub</li> <li>• Bank or credit card statement</li> <li>• Utility bill or work order such as:               <ul style="list-style-type: none"> <li>○ Gas bill</li> <li>○ Electric bill</li> <li>○ Home telephone or cell phone bill</li> <li>○ Cable bill</li> <li>○ Change of address form for U.S. mail</li> <li>○ Other bills (water/sewer bill, satellite, etc.)</li> </ul> </li> <li>• Unemployment check</li> <li>• Welfare/government assistance check</li> </ul>	<ul style="list-style-type: none"> <li>• Valid Utah Driver license</li> <li>• Valid Utah Photo identification card</li> <li>• Valid passport</li> <li>• Voter registration documentation</li> </ul>

The following **DO NOT** establish residency:

<ul style="list-style-type: none"> <li>• Powers of attorney</li> <li>• Letters from friends or relatives</li> </ul>	<ul style="list-style-type: none"> <li>• Property owned in Utah school district boundaries</li> <li>• P.O. box in school district boundaries               <ul style="list-style-type: none"> <li>○ If utility bills are sent to a P.O. box, bill MUST contain residence address</li> </ul> </li> </ul>	
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