



Sequoia Union High School District
 480 James Avenue, Redwood City, CA 94062 (650) 369-1411
ADDRESS VERIFICATION PROCEDURES

Welcome to the Sequoia Union High School District! We are pleased you have chosen to enroll in our schools and look forward to serving you and providing your student with a high quality educational experience.

PROOF OF ADDRESS (MUST BE PRESENTED IN PERSON)

PRIOR to admission into district schools, students must provide proof of address. The parents of all new students are required to provide documents to verify address at this location.....

Sequoia Union High District
480 James Avenue
Redwood City, CA
Monday-Friday from 8:30 a.m. to 4:00 p.m.

Post Office boxes do not meet residency requirements. Only street addresses are accepted.

THREE (3) documents are REQUIRED to establish address (One from each category below)

<p>1. <u>Parent's Picture ID from the following list:</u></p> <ul style="list-style-type: none"> • Current California State Driver's License; • Current California State ID Card; • Valid Passport or Consulate Issued Picture ID; 	<p>2. <u>ONE of the following ORIGINAL DOCUMENTS with the parent/guardian's name and address:</u></p> <ul style="list-style-type: none"> • Current, valid vehicle Registration; • State or Federal tax return filed within the past 12 months with W-2 forms(s) attached. (Business returns do not meet residency requirements.) • Two utility bills with the correct address 	<p>3. <u>ONE of the following ORIGINAL DOCUMENTS with the parent/guardian's name and address:</u></p> <ul style="list-style-type: none"> • Property Tax Bill with parent name and property address, indicating home owner's exemption; • Rental or Lease agreement with parent name and address, as well as manager or owner's name and phone number. • Insurance documents, letters from social services or from the court may be considered.
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If you have none of the documents listed above, bring whatever you have showing your name and address and if necessary, we will have you meet with one of our administrative staff. A home visit may be scheduled.

Caregiver Affidavits

Students shall qualify as District residents if they reside FULL-TIME in the home of a care-giving adult within the Sequoia district boundaries. This care-giving adult must provide address verification as outlined above.

"Full-time" means the following:

- The student lives with the care-giving adult, **24 hours a day, seven days a week.**
- The student lives with the care-giving adult during periods of vacation.

Students approved under Caregiver Affidavits may be assigned to a school based on available space.

Families Residing with Other Families

- If a student **and** his/her family are residing with another family, both families must come to the district office to verify the address.
- The person whose name is on the property tax bill or lease agreement must accompany the parent to the address verification meeting and submit the documentation listed above.
- In addition, the parent must also submit verification of residence documentation.

District Responsibility

If, at any time, a student's address is in question, SUHSD will investigate. We may also ask for additional documents for verification. If a student is **not** living within the SUHSD boundaries full-time, or if a student's living arrangements do not agree with statements provided by a parent or legal guardian, the student will **not** be allowed to attend schools in the Sequoia Union High School District.