

**UTAH STATE BOARD OF EDUCATION  
UTAH PUBLIC SCHOOLS PROOF OF  
RESIDENCY MODEL PROCEDURES**

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.  
(UC.A. 53G-6-302)

Below are examples of documentation a school may request to show residency:

Column A	Column B (DOCUMENT MUST SHOW CURRENT ADDRESS)
<p>Copy of deed AND/OR record of most recent mortgage payment; or</p> <p>Copy of Lease AND record of most recent rent payment; or</p> <p>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</p> <p>Other documentation acceptable to the school district/charter school that confirms Utah is the legal guardian’s primary residence; or</p> <p><b>If none of the above is available</b>, a legal affidavit from the leader of a recognized established religious unit (ward, stake, parish, mosque, synagogue) affirming that the family lives at the address designated by the parent/legal guardian.</p>	<p><b>Dated within the past 60 days:</b></p> <ul style="list-style-type: none"> <li>• Letter from approved government agency, such as assisted housing, food stamps, or unemployment payments</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> </ul> </li> <li>• Valid driver license</li> <li>• Current vehicle registration</li> <li>• Valid Utah photo identification card</li> <li>• Valid passport</li> <li>• Voter registration documentation</li> <li>• Church or religious records</li> </ul> <p><b>Dated within the past year:</b></p> <ul style="list-style-type: none"> <li>• W-2 form</li> <li>• Excise (vehicle) tax bill</li> <li>• Property tax bill</li> </ul>
<p><b>Note: THIS IS A MODEL ONLY.</b> School personnel should determine the forms of documentation necessary to satisfy residency requirements for public school enrollment. It is not necessary for school personnel to retain documentation provided by a student’s parent(s) or legal guardian(s) once residency has been confirmed.</p>	
<p>The following do not establish residency:</p>	
<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</li> </ul>

**THIS PROOF OF RESIDENCY MODEL SHOULD NOT BE USED FOR HOMELESS STUDENTS**

Utah State Board of Education  
Law and Professional Practices  
250 East 500 South  
P.O. Box 144200  
Salt Lake City, Utah 84114-4200