



## **PROOF OF RESIDENCY REQUIREMENTS**

*You will be asked to upload the documents that pertain to your registration in your Operoo account which you will be invited to once you complete the [online registration](#). Operoo is our online document/form collection platform.*

The Garrison Union Free School District requires proof of residency and may make reasonable inquiries to verify residency and eligibility for admission to its schools.

The additional supporting documentation is required for your property type:

### **HOMEOWNERS:**

You must present three (3) documents, as follows:

#### **A LIST ITEMS:**

[Deed](#) or signed contract of sale with closing date noted, AND

#### **B LIST ITEMS:**

Two (2) of the following current documents containing the homeowner's name and

physical address\*: Mortgage Statement, Property Tax Bill, Real Estate Statement, Voter's Registration Card, Utility Bill, etc.

*([Click Here](#) for other acceptable documents).*

### **RENTERS:**

You must present four (4) documents, as follows:

#### **A LIST ITEMS:**

1. A signed copy of the official Rental Agreement\*

*\*(In the absence of an official Rental Agreement, an [Affidavit of Landlord Form](#) may be submitted as a Proof of Residency. The Landlord must complete the form and have a Notary sign.*

2. A rent receipt (within the last 30 days) indicating physical address\*, and includes the landlord's telephone number; AND

#### **B LIST ITEMS:**

3. Two (2) of the following current documents containing the renter's name and physical address\*: Telephone, utility, cable bill, etc. ([Click Here](#) for other acceptable documents).



### **LIVING WITH FRIENDS/FAMILY (SHARED HOUSING)**

*(Note: Non-Rent Paying= Homeless):*

You must present four (4) documents, as follows:

#### **A LIST ITEMS:**

1. A completed, signed and notarized [Affidavit of Shared Housing](#); AND

#### **B LIST ITEMS:**

2. Two (2) of the following current documents containing the homeowner/primary resident's name and physical address\*: Telephone, utility, cable bill, etc. ([Click Here](#) for other acceptable documents); AND
3. A Desmond Fish library card for the parent/guardian sharing their residence

### **LIVING AT PLACE OF EMPLOYMENT:**

You must present two (2) documents, as follows:

#### **A LIST ITEMS:**

1. A completed, signed and notarized [Affidavit of Residing at Place of Employment](#); AND

#### **B LIST ITEMS:**

2. A Desmond Fish library card for the parent/guardian living at the place of employment ([Click Here](#) for other acceptable documents).

### **STUDENT LIVES IN DISTRICT (PARENT(S) RESIDE OUT OF DISTRICT):**

If a student lives with an individual other than his/her parents in the GUFS district, the following affidavits must be completed, signed and notarized:

- [Affidavit of Person\(s\) in Parental Relation](#); and
- [Affidavit of Surrendering Legal Responsibility](#)

In addition, the person in parental relation that resides in the GUFS district must follow the requirements above depending on whether they rent or own in the district.

**FOSTER CARE:** A copy of [DSS 2999](#) Form is required.

**HOMELESS:** Complete the [STAC-202 Form](#).

### **STUDENT LIVES OUT-OF-DISTRICT:**

No proof of residency will be required for students who are tuition-paying applicants to attend GUFS. Please complete the registration form and other steps with the exception of proof of residency.

*\*Note: Documents with only a P.O. Box address will not be accepted.*