



**Utah State Office of Education
Utah Public Schools Proof of Residency**

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.

[\(U.C.A. 53G-6-302\)](#)

- This residency procedure does not apply to homeless students as defined in the [McKinney/Vento Act](#).

All applicants must submit **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 <i>(for identification purposes)</i>
<ul style="list-style-type: none"> • Copy of deed AND/OR record or most recent mortgage payment; or • Property Tax Statement containing name and residence address; • Copy of Lease AND record of most recent rent payment; or • 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 • Copy of title work, closing papers, or paperwork from recorders office if you recently closed on a new home 	<p>Dated within the past 60 days:</p> <ul style="list-style-type: none"> • Letter from approved government agency, such as assisted housing, food stamps, or unemployment benefits • Payroll stub • Bank or credit card statement • Utility bill or work order such as: <ul style="list-style-type: none"> ○ Gas bill ○ Electric bill ○ Home telephone or cell phone bill ○ Cable bill ○ Change of address form for U.S. mail ○ Other bills (water/sewer bill, satellite, etc.) • Unemployment check • Welfare/government assistance check 	<ul style="list-style-type: none"> • Valid Utah driver license • Valid Utah photo identification card • Valid passport • Voter registration documentation
<p>The following DO NOT establish residency:</p>		
<ul style="list-style-type: none"> • Powers of attorney • Letters from friends or relatives 	<ul style="list-style-type: none"> • Property owned in Utah school district boundaries • P.O. box in school district boundaries <ul style="list-style-type: none"> ○ If utility bills are sent to a P.O. box, bill MUST contain residence address 	

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Proof of Residency FAQ's

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Proof of Residency Answers

1. **How is Cache District residency defined?**
 - a. Parent(s) or Legal Guardian must actually reside in Cache County. "Residence" is the place where a person dwells permanently, not temporarily, and is the place that is the center of his or her domestic, social and civic life. A temporary resident in Cache County solely for the purpose of attending a Cache County Public school shall not be considered residency. The residence of a minor child is presumed to be the legal residence of the parent(s) or guardian(s) who have physical custody of the child.
2. **How does Cache School District verify residency?**
 - a. Families applying to register a student in the Cache County School District must supply one item in each of the three categories listed above.
 - i. Cache County School District reserves the right to request additional documents to conduct an investigation.
 - ii. Families who change residency during the year, must provide documentation listed above upon request by the District.
3. **What if I don't have the required proofs of residency with me when I register?**
 - a. All families must have the required documents. Applicants who do not have these documents will be required to return to complete the registration after retrieval of these documents.
4. **What if I don't have a lease?**
 - a. If you are renting "month-to-month" and do not have a written lease, please ask your landlord to complete and sign the "Landlord Tenancy affidavit." This affidavit must be accompanied with evidence of your most recent rent payment to fulfil the requirement of Column A.
5. **What can I use for proof of recent rent or mortgage payment?**
 - a. A money order, cancelled check, rent receipt, or bank statement showing an automatic deduction for rent or mortgage payment.
6. **What if I own my home but do not have a copy of the deed?**
 - a. Contact the [Cache County Recorder's Office](#) to obtain a copy of the deed.

- 7. What if I do not pay for utilities as part of my lease or if none of the utility bills are in my name?**
 - a. If your landlord pays your utilities AND this is noted on your lease or Landlord Affidavit, you may submit a copy of the utility bill in the name of your landlord or the person who pays the bills along with the Landlord Affidavit from Column A.
- 8. What if I have recently moved and have not yet received any utility bills?**
 - a. You may submit a work order from any utility stating that your service has been ordered or installed.
- 9. What if I cannot produce all required proofs?**
 - a. If your personal circumstances make it impossible to provide items from each of the three columns, bring available documents to the Cache School District Human Resource Office to explain why circumstances prevent you from having the required proofs.
- 10. What if I live with a friend or relative?**
 - a. If you share housing with a friend or relative, you may use the Landlord Affidavit to fulfill the proof of residency requirement for Column A with your friend or relative signing the affidavit to affirm your residence.
- 11. What if my family does not have any permanent residence?**
 - a. Proof of Residence requirements covered by the McKinney-Vento Act do not apply to students and families in a homeless situation. If you feel you qualify as being homeless under this Act, please notify the school secretary, registrar, or counselor.
- 12. What if I am an undocumented immigrant?**
 - a. No child who actually resides in the Cache School District will be denied access to school because of his or her immigration status.
- 13. Will documents that I submit to prove residency remain confidential?**
 - a. All submitted documents become part of the student file and remain confidential.
- 14. What are the consequences of residency fraud?**
 - a. Any person making false statements with the intent to deceive a public servant in the performance of their official function could be found guilty of a Class B Misdemeanor as defined in [Utah Criminal Code, Title 76 Chapter 8 Part 5 Section 504 - Falsification in Official Matters](#)

McKinney-Vento Homeless Act

- [Laws & guidance / Elementary & Secondary Education/Part C - Homeless Education](#)
- [Definition of requirements for homeless status](#)
 - The McKinney-Vento Homeless Act - (Section 725) defines "homeless children and youth" (school age and younger) as:
 - Children and youth who lack a fixed, regular, and adequate nighttime residence, including children and youth who are:
 - Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;
 - Living in motels, hotels, trailer parks, cars, public places, abandoned buildings, substandard housing, bus or train stations, camping grounds or similar settings due to the lack of alternative accommodations;
 - Living in emergency or transitional shelters; abandoned in hospitals; or awaiting foster placement.
 - Migratory children who qualify as homeless because they are living in circumstances described above.
 - Unaccompanied youth, including any youth not in the physical custody of a parent or guardian, such as runaways; throwaways, and school-age unwed mothers, living in homes for unwed mothers, who have no other housing available.