



**WARRENSVILLE
HEIGHTS**
City School District

**DOCUMENTS NEEDED TO PROVIDE PROOF OF RESIDENCY
with NAME AND CURRENT ADDRESS**

Name of Parent/Guardian: _____

Name of Parent/Guardian: _____

Name of student(s): _____

School Attending/Enrolled: _____

Please provide copies of the following documents via USPS, FAX or email ASAP:

- **Utility Bills.** Utility bills must be less than thirty(30) days old and must include your name and current address. The District is seeking these bills only to verify your residency. Utility Bills include:
 - Gas Bill, Electricity Bill, Water/Sewer Bill
 - Residential Phone Bill, or, Cable/Satellite Bill
- **Employee Pay Stub.** The Pay Stub must be less than thirty (30) days old and include your name and current address.
- **Bank Statement.** The Bank Statement must be less than thirty (30) days old and include your name and current address.
- **Lease Agreement.** This must be your current lease agreement.
- **Rent Receipt (on Management Company's letterhead.** The Rent Receipt must be less than thirty (30) days old and include your name and current address.
- Doubling-Up? (Mother/Father and grandchild(ren) living in parent's home).
 - Notarized Certificate of Dual Residency and Occupancy Permit. In City of Warrensville Heights - Application costs \$50. In Village of Highland Hills, Application costs \$40.
 - Child's immunization records with **current address.**
 - Mother/Father bank statement with current address that is less than 30 days old.
 - Employee Pay Stub with current address that is less than 30 days old.
 - Utility bill with mother/father's name with current address and less than 30 days old.
- Real Estate Tax Bill.
- A "new" EMERGENCY MEDICAL FORM if you have moved.