

Brown Deer School Enrollment Checklist

Who is a resident?

1. Residency is the address in the District at which the child physically resides for a primary purpose other than school attendance in the Brown Deer School District. Residency may be demonstrated by where the child spends his/her time, keeps their personal effects, receives mail and maintains voter registration (if applicable). This must be a street address. Post office boxes are not accepted.
2. Children of Military Families also have separate provisions that address residency determinations. School districts are required by the Interstate Compact on Educational Opportunity for Military Children (Wisconsin Statute section 115.997) to remove barriers to the enrollment of such pupils. The District shall adhere to such provisions in enrolling the children of military families.
3. Foster Care Children also have separate provisions that address residency determinations. The District collaborates with local child welfare agencies to ensure school stability for children in foster care, according to requirements included in Title I, Part A of the Elementary and Secondary Education Act (as amended by the Every Student Succeeds Act). A child in foster care is to remain in his or her school of origin if that is determined to be in the child's best interest.
4. "Safe at Home" program participants may also establish residency by completing the Department of Justice "[School and District Eligibility Verification](#)" form and submitting it directly to the Safe at Home program at the Department of Justice.
5. In addition, children who are defined as homeless or unaccompanied youth may also be deemed residents underneath federal law, i.e. the [McKinney-Vento Homeless Education Assistance Act](#) [42 U.S.C. §11301 et seq., as amended by the Every Student Succeeds Act] "Homeless children and youths" are defined as individuals who lack a fixed, regular, and adequate nighttime residence. The term includes, but is not limited to, children and unaccompanied youths 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, or campgrounds due to lack of alternative adequate accommodations; living in emergency or transitional shelters; living in cars, parks, public spaces, abandoned buildings, substandard housing, bus stations, or similar settings.

What documents are required for enrollment?

The Brown Deer property owner/leaseholder must provide applicable information from the lists below to prove residency unless one of the exceptions noted above in paragraphs 2, 3, 4 or 5 are applicable and legally modify such requirements. If you are new to the district, you must provide this information within 30 days from the date of registration. These documents must be current and dated within 30 days prior to registration. No student is considered registered and eligible to enroll until the residency verification process is complete.

(OVER)

Documentation required for *all* students unless one of the exceptions noted above in paragraphs 2, 3, 4 or 5 are applicable and legally modify such documentation requirements:

TRADITIONAL RESIDENCY:

PARENT/LEGAL GUARDIANS ARE RENTERS OR HOMEOWNERS IN THE DISTRICT

<p>Homeowner – One (1) of the following is required:</p> <ul style="list-style-type: none"> • Current mortgage statement • Signed settlement statement from house closing <p>Two (2) of the following documents are required, <u>one must be a utility:</u></p> <ul style="list-style-type: none"> • Current month's utility bill • Most recent water bill • Auto or health insurance statement • License plate renewal notice <ul style="list-style-type: none"> • W-2, SSI, Medicaid, BadgerCare or other County/State/Federal Benefit Statement • Medical Bill • Credit Card Bill <p>All bills must be current and show a date within the last 30 days.</p>	<p>Renter – All of the following is required:</p> <ul style="list-style-type: none"> • A signed <i>original</i> current lease. The student must be included as an occupant on the original lease. The lease must have the rental lease term dates and landlord's current contact information. • Proof of paid rent: <ul style="list-style-type: none"> • current canceled check • bank statement with withdrawal of rent (if use app or automatic withdrawal) • receipt of money order/cashier's check <p>Two (2) of the following documents are required, <u>one must be a utility:</u></p> <ul style="list-style-type: none"> • Current month's utility bill • Most recent water bill • Auto or health insurance statement • License plate renewal notice • W-2, SSI, Medicaid, BadgerCare or other County/State/Federal Benefit Statement • Medical Bill • Credit Card Bill <p>All bills must be current and show a date within the last 30 days.</p>
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NON-TRADITIONAL RESIDENCY:

PARENT/LEGAL GUARDIAN AND STUDENT LIVE WITH A DISTRICT RESIDENT (HOMEOWNER OR RESIDENT)

Notarized Residency Verification Form (NRV Form) This form confirms that the parent/legal guardian is living at the residency full time. The resident, who is a homeowner or renter within the District, is the responsible party signing. Both the parent and the Brown Deer resident must complete the form in person at the district office and show a valid driver's license or state issued ID.

If you believe you are a non-traditional resident, please call 414-371-6750 for more information.