

# Brown Deer School Enrollment Checklist (5/2/2018)

## 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 affects, 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 complete 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/lease holder 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 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.

## **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:**

- Parent/guardian driver's license or other ID (if guardian, forms/POA required)
- Student(s) birth certificate
- Immunization records
- High School transcript (if applicable)

**Additional Documentation Required (choose applicable housing situation):**

Homeowner or Renter in the District and Parent or Legal Guardian of the student

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| <p><b>Homeowner – One (1) of the following is required:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Current mortgage statement</li> <li><input type="checkbox"/> Signed settlement statement from house closing</li> </ul> <p><b>Renter – One (1) of the following is required:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> A signed <i>original</i> current lease. The student must be included as an occupant on the original lease.</li> </ul> | <p><b>Homeowner or Renter – Two (2) of the following documents are required:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Current month’s utility bill</li> <li><input type="checkbox"/> Most recent water bill</li> <li><input type="checkbox"/> Auto or health insurance statement</li> <li><input type="checkbox"/> License plate renewal notice</li> <li><input type="checkbox"/> W-2, SSI, Medicaid, BadgerCare or other County/State/Federal Benefit Statement</li> <li><input type="checkbox"/> Medical Bill</li> <li><input type="checkbox"/> Voter Registration</li> <li><input type="checkbox"/> Passport</li> <li><input type="checkbox"/> Check Stub, Bank Statement, or Tax Return Statement</li> </ul> |
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Living with a District Resident (Homeowner or Renter) and Parent or Legal Guardian of the student

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| <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Notarized Residency Verification Form</b> 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. Should it be determined that the student(s) are not a resident of the district, the District homeowner or renter signing this form will be responsible to pay the state approved open enrollment fee (\$7,000-\$12,000) in tuition plus any additional educational expenses incurred.</li> </ul> |   |
| <p><b>Homeowner – One (1) of the following is required:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Current mortgage statement</li> <li><input type="checkbox"/> Signed settlement statement from house closing</li> </ul> <p><b>Renter – One (1) of the following is required:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> A signed <i>original</i> current lease. The student must be included as an occupant on the original lease.</li> </ul>   | <p><b>Homeowner or Renter – Two (2) of the following documents are required:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Current month’s utility bill</li> <li><input type="checkbox"/> Most recent water bill</li> <li><input type="checkbox"/> Auto or health insurance statement</li> <li><input type="checkbox"/> License plate renewal notice</li> <li><input type="checkbox"/> W-2, SSI, Medicaid, BadgerCare or other County/State/Federal Benefit Statement</li> <li><input type="checkbox"/> Medical Bill</li> <li><input type="checkbox"/> Voter Registration</li> <li><input type="checkbox"/> Passport</li> <li><input type="checkbox"/> Check Stub, Bank Statement, or Tax Return Statement</li> </ul> |