

Greendale Schools

Residency Verification Requirements

<p>Students new to the Village of Greendale may be enrolled in the Greendale School District upon proof of residency. The district requires two original documents be presented. (Please see list)</p> <p>To enroll your student, bring the residency documents to the appropriate school office along with:</p> <ul style="list-style-type: none"> • An original or copy of the child's birth certificate or passport • The child's immunization record • High school students only: recent transcript <p><i>Please note that in a shared custody situation, the student must sleep at least part of the time in the home of the parent residing in Greendale in order to be considered a resident.</i></p> <p>Official documentation of the placement arrangement may be required.</p> <p><u>Important: Students are not considered registered and eligible to enroll until the residency verification process is complete.</u></p>	<p>Approved Residency Document List</p> <p>Two documents are needed to prove residency in the district. At least one document must be from Column A, and the second document must be from Column B. Documents from Column B must be current. Note that the documents must include the address of the residence within the district and must be the original documents.</p> <p><i>In extenuating circumstances, administration will review other documentation and determine eligibility.</i></p> <p>Column A</p> <ul style="list-style-type: none"> • Current property tax statement • Mortgage document • A closing statement for purchasing a home • A signed current resident lease (including the landlord's name, address and phone number) • Written current status from landlord or cancelled check for current month's rent (including the landlord's name, address and phone number) 	<p>Column B (Must be Current)</p> <ul style="list-style-type: none"> • Utility bill (water or WE Energies) • Auto or health insurance statement • Food Share/Quest Benefits • Medicaid/BadgerCare benefit statement • W-2, SSI or other county, state or federal benefit statement • Pay stub • Driver's license <p><i>If you are living with a Greendale resident, both you and the Greendale resident will be required to fill out residency forms. The Greendale resident will need to bring a proof of residency from Column A and B and the person living with the resident will be required to bring two items from Column B. A residency meeting must be held with you, the Greendale resident and the Director of Pupil Services (or designee). To register a child living in Greendale with a non-parent, the Greendale Schools requires proof of guardianship or a notarized letter verifying the child's residency and decision making authority of the resident.</i></p> <p><u>Important: Students are not considered registered and eligible to enroll until the residency verification process is complete.</u></p>
<p><i>We ask for your cooperation as we work together to provide the best education possible for your child.</i></p>		