

Acceptable Proof of Residence for the Brandywine School District
You Must Submit ONE Proof of Residence From EACH Group:

- ☛ *Parent, legal guardian or relative caregiver of school enterers are required to provide **TWO** proofs of residency. The proofs of address must contain the name and address of the parent, legal guardian or relative caregiver. Addresses on each proof of residence **MUST** be the same.*

Group A. Proof of Home Ownership or Lease Agreement (one of the below items must be provided)

- Copy of a recent month's mortgage statement
- Copy of home settlement statement (*Used if home was recently purchased and a mortgage statement has not yet been received*)
- Copy of the Deed to the property (*Used if the property is paid off*)
- Rental Agreement (*Showing legal parent, legal guardian, or relative caregiver as an occupant*)

Group B. Proof of residency (one of the below items must be provided):

- An original utility bill within the past 60 days (*Utility bills are gas, electric, cable, internet or landline bills. May NOT be a copy*)
- Car registration
- Automobile insurance policy
- Current voter registration card
- Rental insurance policy
- Homeowner's insurance policy
- Estate tax receipt
- Most current year's tax documents
- Pay check or pay stub (*Must be a recent pay check or pay stub*)
- Notarized letter from employer stating that the registrant is their employee and what address they have on file
- Two consecutive month's bank statements prior to date of registration (*New accounts will not be accepted*)
- Change of address label on envelope (*Must be the official Post Office notification; normally a yellow sticker on the outside of the envelope by the old address*)
- Official letter from a DE State agency such as DHSS, DFS, Dept. of Labor, YRS, TANF, etc.

☛ If Living in a Residence of Another Person - NOT a Rental Property:

The residence must be the primary residence of the homeowner. The owner of the residence must accompany the parent/legal guardian/relative caregiver at the time of registration and present a DE Driver's License or State ID for identifying purposes and the information requested as proof of residence, as stated above.

- Both parties must complete the *Verification of Multiple Occupancy and Owner Verification of Multiple Occupancy* stipulating the registering parent/legal guardian/relative caregiver lives in the residence of the homeowner.
- Within 30 days – the parent/legal guardian/relative caregiver of the student(s), who are residing with the homeowner, **must** present **two** items from Group B.

☛ If Living in a Rental Residence of Another Person:

The residence must be the primary residence of the leaseholder. The leaseholder must accompany the parent/legal guardian/relative caregiver at the time of registration and present a DE Driver's License or State ID for identifying purposes and the information requested as proof of residence, as stated above. All handwritten leases and non-apartment complex leases must be verified by district personnel prior to enrollment.

- **Option 1:** The leaseholder may add the registering parent/guardian/relative caregiver's and child/children's names onto their lease agreement.

Within 30 days – the parent/legal guardian/relative caregiver of the student(s), who are residing with the leaseholder, **must** present **two** items from Group B.

- **Option 2:** If the names of the registering parent/legal guardian/relative caregiver and child/children are **not** on the leaseholder's lease agreement, a *Landlord Verification* from the apartment complex/landlord must be completed and notarized attesting to the fact that the registering parent/legal guardian/relative caregiver and student(s) are in residence

Within 30 days – the parent/legal guardian/relative caregiver of the student(s), who are residing with the leaseholder, **must** present **two** items from Group B.