



WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT VERIFICATION REQUIREMENTS FOR RESIDENT ENROLLMENT

EFFECTIVE DATE: January 3, 2012

Resident Enrollment

You will need to bring three pieces of documentation verifying your address and one form of valid **Photo ID** when you register your child. All documents must be original. Required documentation is:

1. Verification of residence: Parent, guardian or caregiver must have three of the following with their name and address;
 - A utility bill dated within 45 days: PG&E, EBMUD, Richmond Sanitary
 - Homeowner's insurance policy
 - Lease agreement
 - Property tax statement
 - Automobile insurance in combination with automobile registration
 - Official letter from a social service/government agency within 45 days
 - Bank statement within 45 days
2. Parent, guardian or caregiver must also bring one of the following documents:
 - California driver's license
 - ID card from the Department of Motor Vehicles
 - Valid passport
 - Consulate ID

The following documentation is required under the following circumstance:

Declaration of Residence – For parent or guardian who indicates that their entire family is living doubled up with someone.

1. Declaration of Residence form filled out and signed by both parties in the presence of a school administrator
2. Verification of address: Parent, guardian or caregiver must have three of the following documents:
 - A utility bill dated within 45 days: PG&E, EBMUD, Richmond Sanitary
 - Official letter from a social service/government agency within 45 days
 - Bank statement
3. Parent, guardian or caregiver must also bring one of the following documents:
 - California driver's license
 - ID card from the Department of Motor Vehicles
 - Valid passport
 - Consulate ID
4. Verification by homeowner/renter:
Home owner/renter must have three of the following with their name and address;
 - A utility bill dated within 45 days: PG&E, EBMUD, Richmond Sanitary
 - Homeowner's insurance policy
 - Lease agreement
 - Property tax statement
 - Official letter from a social service/government agency within 45 days
 - Bank statement

Declaration of residence must be updated annually.



WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT VERIFICATION REQUIREMENTS FOR RESIDENT ENROLLMENT

EFFECTIVE DATE: January 3, 2012

Caregiver Authorization Affidavit –For an adult who is not the parent and is not the legal guardian of the student but who is allowing someone else’s child live with them.

1. Caregiver Authorization form filled out and signed by caregiver in the presence of a school administrator.
2. Verification of residence: Caregiver must have three of the following with their name and address;
 - A utility bill dated within 45 days: PG&E, EBMUD, Richmond Sanitary
 - Homeowner’s insurance policy
 - Lease agreement
 - Property tax statement
 - Official letter from a social service/government agency within 45 days
 - Bank statement
3. Caregiver must also bring one of the following documents:
 - California driver’s license
 - ID card from the Department of Motor Vehicles
 - Valid passport
 - Consulate ID

Caregiver Authorization Affidavit must be updated annually.

Additional documents that will be required at time of registration:

- **Age Verification:** birth certificate or Baptismal record
- **Grade level verification:** transcript and most recent report card from the last school attended.
- Immunization record

Families in transition only: Families in transition are families that reside at a non-permanent address such as a motel/hotel, shelter, car or are doubled up with relatives or friends. Transitional families who are unable to establish a permanent residence may contact The Families in Transition Office at 510-307-4508 for assistance.