

DEER CREEK SCHOOLS RETURNING STUDENT RESIDENCY VERIFICATION FORM



In order to comply with state and district enrollment policies, please complete this form in full and attach it with the required documentation. This form must be completed and verified before a student will receive a schedule or get assigned to course rosters.

If the returning enrollee has a change in address they must provide a new settlement statement or new lease, along with a current utility bill. Families with expired leases must provide a new lease or amendment. Each document must be signed by all parties. Co-Residents complete all steps in this separate [Co-Residency affidavit process](#).

I am the Parent; Lawful Guardian; or Person having legal custody of the following student(s) who reside within the boundaries of the Deer Creek School District:

Student(s) Name(s) – Please Print	Grade	School Site
_____	_____	_____
_____	_____	_____
_____	_____	_____

My principal residence is located within the legal boundaries of the Deer Creek School District and I am currently living in and occupying said residence, which is located at:

Address: _____

City: _____ County: _____ Zip: _____

Neighborhood or Apartment Complex: _____

Own or Lease? _____ If Lease, Expiration Date: _____

AND

I have provided the following original documentation for verification: **ONE original utility bill reflecting services provided in July, or August** (must be addressed to the student's guardian(s) at the address on record within Deer Creek boundaries):

- CUTOFF NOTICES NOT ACCEPTED
- Gas Bill Oklahoma City Utility Bill Edmond Utility Bill Electric Bill
 Deer Creek Water Corp. Bill Service Month of Submitted Bill _____

AND, if applicable:

I moved since last summer and I am providing the required, fully-executed copy of:

- My Updated/Current Lease Agreement My Settlement Statement or Warranty Deed

I hereby give the Deer Creek School District's designated representative my permission to verify any and all information contained in this enrollment verification form and its related documents and understand that any false information or misrepresentation contained herein shall automatically terminate this student's enrollment and attendance at Deer Creek School District.

By digitally signing my name below, I am electronically signing my Affidavit of Residency.

Signature of Parent or Legal Guardian: _____ Date: _____

Phone: _____ Email: _____

STEPS FOR VERIFYING RESIDENCY

- 1) Complete and sign this form, and save to your email device
- 2) Open a new email
- 3) In the SUBJECT line, add the **First and Last Name of your YOUNGEST child currently enrolled in Deer Creek Schools**
- 4) Attach the following to the email:
 - *This completed/signed Residency Form
 - *A copy of your **original** utility bill showing the service dates in **JULY OR AUGUST, 2023** & the "mailed to" name/address
 - *Your new/updated lease (if expired) or settlement statement/warranty deed (if you've moved since last verification)
- 5) Send the email to the school of your **YOUNGEST** child (the email addresses are listed below--questions can be sent, as well)

EMAIL SCHOOLS:

ESAttendance@dcsok.org
 HSAttendance@dcsok.org
 MSAttendance@dcsok.org
 ISAttendance@dcsok.org
 45Attendance@dcsok.org

GVAttendance@dcsok.org
 PVAttendance@dcsok.org
 RUAttendance@dcsok.org
 SCAttendance@dcsok.org

OFFICE USE ONLY

Date Received: _____
 Approved for Enrollment this Date: _____
 Designated Authority Signature: _____
 Student Moved; Requires Change of School