

WAUKEE COMMUNITY SCHOOL DISTRICT

DISTRICT OFFICE

560 SE University Avenue • Waukee, Iowa 50263-8171

Phone: (515) 987-2706 • Fax: (515) 987-2701

Acceptable Proofs of Residency

Name of Child(ren)	Attendance Center(s)
Types of Residency	You need to
A homeowner You may obtain property owner information from Dallas County at http://assessorweb.co.dallas.ia.us/Searchv3.aspx	Provide either of the following: <ul style="list-style-type: none"> • A copy of your most recently paid property tax bill with the section, block and lot number, and return to the District Office <u>or</u> • A copy of a recent mortgage statement, and return to the District Office. * The name and address on these documents must match the name and address of the parent or legal guardian of the student being registered.
Recently closed on a new home	Provide the following: <ul style="list-style-type: none"> • A copy of the settlement statement from closing or a warranty deed and return to the District Office.
Recently made an offer on a home	Provide the following: <ul style="list-style-type: none"> • A completed Permission to Enroll Out of District Students Application, form ES2, or form ES3, and return to the District Office. You will need to provide one of the items above upon closing.
A renter	Provide the following: <ul style="list-style-type: none"> • A copy of your lease agreement with the term listed, and return to the District Office. The agreement MUST contain property owner's name, address and signature; and name and signature of parent/guardian.
Rent without a lease (on a month-to-month basis)	Provide the following: <ul style="list-style-type: none"> • A notarized Landlord Statement, Form ES1, and return to District Office.
Sibling currently attends Waukee Schools. If you are open enrolled in, the appropriate paperwork will need to be filed for each child.	Name of sibling(s) _____ Grade _____ Attendance Center _____
If none of the above "types of residency" describe your current situation.	Please contact the District Office. 515-987-2706 enrollment@waukeeschools.org
If you are in need of using a post office box for mailing purposes, you will need to provide a copy of a power bill that has the post office box on it in addition to the physical address that corresponds to the physical address you provided as acceptable proof of residency.	

*Please note: when a currently enrolled student has a change of address, or transfers within the school district, residency **MUST** be verified at the District Office. There will be **NO** exceptions. All mail will be sent to the previous address, and transportation will not be arranged until proper proof of residency is obtained. Registration materials for the upcoming school year will be sent to the address on file using bulk rate postage and will not be forwarded.*