

# PROOF OF RESIDENCY INSTRUCTIONS

## WHY does Platte County R-3 School District require Proof of Residency?

As part of a continued focus on maintaining fiscal accountability to our taxpayers and patrons, ensuring our tax dollars are spent on Platte County R-3 students, the District requires proof of residency for all returning students annually.

## WHO is required to provide Proof of Residency?

All parents or guardians of PCR3 students (both new and returning) are required to provide proof of residency.

**Returning families** may provide documentation electronically or in person. **New families** to the school district must provide documentation in person during their enrollment time. Each family (returning and new) will only be required to provide proof of residency once, regardless of the number of children attending classes within the district.

## WHAT is required to complete the Proof of Residency process?

The following items are required to complete the Proof of Residency process:

- 1 **Completed and signed Affidavit of In-District Residency.**
- 2 **Acceptable documentation of residency.** See the table below for acceptable and unacceptable sources of documentation. **The documentation must:** 1) be dated April 1, 2019 or later, regardless of service dates, and 2) include parent(s) name(s) and current address.

☑ ACCEPTABLE Documentation	☒ UNACCEPTABLE Documentation
<div>☑ Electric, gas, sewer, or water utility statement, dated April 1, 2019 or later, but also dated within 30 days of verification, with parent(s) name(s) and current address. <u>(No final or disconnect notices accepted)</u></div>	<div>☒ Telephone Bill</div> <div>☒ Cable Bill</div> <div>☒ Driver's License</div> <div>☒ Printed Check</div> <div>☒ General Mail</div> <div>☒ Property Tax Receipt</div> <div>☒ Residential Warranty Deed</div> <div>☒ Bank Statement</div> <div>☒ Insurance Bill</div>
<div>☑ Current residential lease agreement, signed by resident and landlord. Ending date cannot be before August 15, 2019.</div>	
<div>☑ Residential housing contract (purchase) with possession or closing date within 90 days of the first day of school (November 15, 2019).</div>	<div>☒ Smartphone images of any acceptable documentation</div>

## WHEN AND WHERE do we complete the Proof of Residency process?

Proof of Residency verification can be completed during the following times/locations. After completing the process, a receipt will be provided to the parent. Parents can show this confirmation to obtain a student's final schedule or class teacher.

Dates	Location
April 15 - July 12	Electronically via email to ONE of your students' schools (returning students only; please send scanned copies, no photos) <ul style="list-style-type: none"> <li>• compassres@platteco.k12.mo.us</li> <li>• pathfinderres@platteco.k12.mo.us</li> <li>• siegristres@platteco.k12.mo.us</li> <li>• barryres@platteco.k12.mo.us</li> <li>• pcmsres@platteco.k12.mo.us</li> <li>• pchsres@platteco.k12.mo.us</li> </ul>
June 10- July 18 (7:30 a.m. to 4:30 p.m.) Daily Monday through Thursday	In person at the District Education Center (998 Platte Falls Road, Platte City, MO 64079)
June 17 - 21 (8:00 a.m. to 1:00 p.m.) Daily Monday through Friday	In person at Pathfinder Elementary (1951 NW 87 <sup>th</sup> Terrace, Kansas City, MO 64154)
July 29 until Start of School	In person at any building or during your student's registration/enrollment.



**PLATTE COUNTY R-3 SCHOOL DISTRICT**  
**AFFIDAVIT OF IN DISTRICT RESIDENCY**

I, \_\_\_\_\_, am residing at \_\_\_\_\_,  
(Parent's/Legal Guardian's Name) (Address)

in the Platte County R-3 School District.

The child/children I am enrolling in the Platte County R-3 School District are as follows:

Child's Name	DOB	Grade	School Enrolling
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

I have provided accurate and truthful information to the best of my knowledge, information and belief. I have not knowingly withheld, concealed, or misrepresented any information that would have a material bearing upon the eligibility of the above child/children to attend the Platte County R-3 School District.

Further, I understand that persons making a false affidavit or false declaration of residency or any other false material to school residency requirements may be subject to prosecution for the offense of submitting false residency information. Violators may be charged with a **misdemeanor** and, upon conviction, may be **jailed and/or fined**. I am aware that the district may vigorously investigate and prosecute violations.

Finally, I acknowledge that, if investigation reveals that I did not provide true information, the above child/children will be withdrawn from the Platte County R-3 School District, and I may be obligated to pay any tuition monies then due.

I am at least eighteen (18) years of age and I state that all statements made herein are made under oath and are true and correct based upon my personal knowledge and belief.

\_\_\_\_\_  
Signature of Parent/Legal Guardian

\_\_\_\_\_  
Date