

Newark Public Schools 2016-17 School Year Proof of Residency Document List

Newark Public Schools (NPS) annually requires each school in Newark (including district, district magnet, charter, county, and regional schools) to verify the residency of their students and to regularly maintain documentation on file confirming proof of residency. **This year, NPS is requiring that all Newark parents or guardians provide their home school with THREE (3) separate documents verifying their home address.**

Documentation requirements:

- ✓ **Three (3) separate documents** that list the same home address (Not PO Box)
- ✓ At least one of the documents must have been **issued after March 1, 2016**
- ✓ **Multiple documents from within the same category will be accepted** and counted individually as long as they are from different issuing organizations (e.g.: a cable bill from Comcast and an electricity bill from PSE&G will be counted as two (2) out of three (3) accepted documents).

Below is a list of 10 types of documents acceptable for residency verification:

Document	Details
1. Driver's license or Identification Card	Must be current (not expired) and must be issued by the federal, state, county, or municipal government.
2. Utility bills	Multiple documents from within the same category will be accepted and counted individually as long as they are from different issuing organizations; Must contain home address; examples include home phone bill, cell phone bill, cable bill, water utility bill, gas utility bill, electric utility bill
3. Employment documents and/or government benefits statement	Must contain home address; examples include pay stubs, pension/retirement account statements, Social Security benefit statements, Temporary Assistance for Needy Families (TANF) statements, health insurance statements including Medicaid/Medicare statements, Child Support statements
4. NJ Division of Elections sample ballot	Must be from current year
5. Current lease	Can include lease from Newark Housing Authority or letter from a homeless shelter.
6. Domicile affidavit verifying student lives at address	May be a notarized affidavit, along with a copy of the person's lease, or a sworn landlord's statement if a written lease does not exist* (see below)
7. Property tax or income tax bill	Must be for past year and contain home address
8. Mortgage statement	Must be current and contain home address
9. Bank or other financial account statement	Must contain home address; examples include bank statements, credit card statements, loan statements, etc.
10. Ongoing payment obligation issued by verifiable third-party	Must contain home address; examples include car payment, insurance payment, student loan payment, etc.

***A note on domicile affidavits:** 1) Students are not eligible to attend school as "affidavit" students unless the student's parent or guardian is not capable of supporting or providing care for the student due to family or economic hardship, and unless it is clear that the student is not living in the district solely for purposes of receiving a public education there. 2) Students can be eligible to attend a school as "affidavit" students if the person living in the district is supporting the student without compensation and as if the student were his or her own child, keeping the student for a longer time than the school term and assuming all personal obligations for the student relative to school requirements. The individual will be asked to file a sworn, notarized affidavit, along with a copy of the person's lease, or a sworn landlord's statement if a written lease does not exist.