



Acalanes Union High School District

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Governing Board July 1, 2008

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To: All New and Continuing Students in the Acalanes Union High School District

Re: Residency Verification

Dear Parents, Students, and Staff:

District Administration

James P. Negri
Superintendent

John P. Stockton
*Associate Superintendent
Educational Services*

Christopher J. Learned
*Assistant Superintendent
Business Services*

Due to concerns regarding school overcrowding and the ability to accurately project staffing at our schools, the Acalanes Union High School District is now requiring that all students provide proof of residency each school year. Hopefully the enclosed information will eliminate some of the burdens involved with the process while putting to rest some of the speculations that have arisen.

The Acalanes Union High School District is not trying to reduce the number of students in our district. The goal of the verification process is to provide all the students who reside in the district with the best educational environment. The ultimate goal is that all students will be able to attend the school serving their attendance area.

Schools

Acalanes Adult Education
Walnut Creek

Acalanes Center for
Independent Study
Walnut Creek

Acalanes High School
Lafayette

Campolindo High School
Moraga

Del Oro High School
Walnut Creek

Las Lomas High School
Walnut Creek

Miramonte High School
Orinda

Additionally, the district will continue to accept inter-district transfer students. It is crucial that all students who do not live in the AUHSD attendance area fully comply with the proper paperwork that must be generated from their district of residency. The AUHSD cannot accept a student who has not been released by his/her district of residency. All parents and students are encouraged to take the appropriate steps to ensure that state guidelines for enrollment are met. Please note that the placement of inter-district transfer students is at the discretion of the district. Interdistrict transfers will not be placed at a school with impacted enrollment. Such a placement would not be conducive to the establishment of the optimum learning environment for students. Las Lomas High School is not a placement option for interdistrict or intradistrict transfer requests. However, there are excellent school placement opportunities available within the district.

We educate every student to excel and contribute in a global society.

All students will be required to have three forms of residency verification on file in order to begin the 2007-2008 school year. Utility bills will not be accepted as a form of residency. Examples of appropriate proof of residency are:

Group (1)	Group (2)	Group (3)
<input type="checkbox"/> Current Passport of Parent/Guardian <input type="checkbox"/> Current Driver License <u>WITH</u> Vehicle or Boat Registration of Parent/Guardian <input type="checkbox"/> Current CA ID of Parent/Guardian <input type="checkbox"/> Current Military ID of Parent/Guardian	<input type="checkbox"/> Current Rental/Lease Agreement <u>WITH</u> the following: -Parent/Guardian AND Student names -Manager or owner name & telephone # -Written verification of <u>current status</u> ❖ Does NOT include rented portions of a house or apartment or agreements formulated by relatives. <input type="checkbox"/> Current Property Tax Bill <input type="checkbox"/> Current Homeowner's or Renter's Insurance Policy	<input type="checkbox"/> Current State or Federal Tax Returns <u>WITH</u> W-2 or 1099 attached <input type="checkbox"/> Current Payroll / Check Stub <u>WITH</u> name & address <input type="checkbox"/> Current correspondence from a government agency ❖ Please note that utility bills are not accepted for verification of residency.

Please note that copies of all documents will be accepted for enrollment beginning August 2nd. A clearance form will be issued by a school administrator. The district has no desire to see personal information such as earnings and amount of taxes paid. It is preferred that such information be blacked out. The only interest of the district is to facilitate the proper enrollment of all students. District office staff will assist school staff with verifications that do not clearly meet the guidelines provided within this letter. Should you have any questions regarding these residency verification procedures, please contact my office. It is the district's belief that these procedures will lead to a positive learning environment for all students.

Sincerely,

John Stockton

John Stockton
 Associate Superintendent - Educational Services