

SAMPLE LETTER/RESIDENCY
REQUESTING SECOND PROOF OF RESIDENCY
Revised 7/10

(Please use school letterhead)

Date

Name

Address

RE: (Student's Name, School)

Dear _____:

In order to register a student in Parkway, we require **two** proofs of residency. Since you had just moved into the district at the time you registered (student name) in (Name of School) , we accepted one proof of residency with the understanding that within thirty days you would provide us with another proof of residency. It is now past thirty days, and we have not received another proof of residency. One of the following documents containing your name and address **must** be presented to the school registrar:

- Unpaid utility bill
- Credit card statement
- Employer's record of address
- Bank statement
- Governmental acknowledgment of address
(i.e., Social Security, welfare, voter registration, etc.)

This document should be current, contain your name and address and be presented to the **school registrar** by (give date that is **one week** from date of letter) . If this information is not received by the above date,