

**Bellevue-Santa Fe Charter School**  
**Proof of Residency Policy**

Prior to enrollment (defined as the first day of school) in Bellevue-Santa Fe Charter School (BSFCS), parents or legal guardians shall provide proof of residency.

**Definition of Residency**

Residence is defined as the place in which either the parent or legal guardian resides and in which the student spends the majority of his or her time in accordance to California Education Codes 48200 - 48208 & 68062 and California Government Code Section 244: "A residence is the place where one remains when not called elsewhere for labor or other special or temporary purpose, and to which he or she returns in seasons of repose."

**Proof of Residency**

All applicants must submit one document **reflecting identical current residence address** from each of the following three categories:

1. A completed BSFCS Residency Declaration form, signed by the parent or legal guardian; AND
2. Provide one of the following:
  - (a) Grant Deed/Mortgage Coupon to property of residence with imprinted parent or guardian name and address; OR
  - (b) Current Secured Property Tax Bill with imprinted parent or legal guardian name and address indicating homeowner's exemption; OR
  - (c) Rental/Lease Agreement (original may be required). You will also need to provide the most current month's rental receipt or cancelled check and a Declaration of Residency form from Landlord; AND
3. Provide one of the following:
  - (a) State or Federal Tax Return with current imprinted label with parent or legal guardian name and address filed within the past 12 months with W2 attached; OR
  - (b) Payroll check stub with imprinted name and address of parent or legal guardian dated within the last month.

\*\* Copies of original documents will be made and original returned. Amount of payments and other private information may be redacted. Residence is defined as the physical address of the applicant's primary parent(s)/legal guardian(s).  
P.O. Box addresses do not qualify.

**The deadline for the documents and declaration to be submitted to BSFCS is the last business day in February. A student will not be eligible to participate in the *Annual Public Admissions Lottery* if there is a failure to submit these documents.**

Notes:

1. In the event that an applicant is not able to provide one or more of the required documents or is claiming alternative residency conditions, as set forth in Education Code 48204, the applicant shall provide reasonable evidence of residency as set forth in Education Code 48204.1(a) and may be subject to an unannounced home visit. BSFCS shall review the application and make a final determination of residency.
2. If physical custody of a child is split between two parents, in addition to the documents listed above, applicants need to attach a certified copy of the court order identifying each parent's respective award of physical custody.
3. If any BSFCS employee reasonably believes that the parent or legal guardian of a student has provided false or unreliable evidence of residency, BSFCS shall make reasonable efforts to determine whether the student meets legal residency requirements, which may include, but not be limited to, additional documentation of residency and/or unannounced home visits. **Residency verification is a parent or legal guardian responsibility and falsification of information provided to the school shall result in cancellation of enrollment.**