

MERRILLVILLE COMMUNITY SCHOOL CORPORATION

REQUIRED PROOF OF RESIDENCY K-12

*Every parent/guardian enrolling a student in the Merrillville Community School Corporation must provide a driver's license or state picture identification card for the school to photo copy. The copy is to be placed in the student's file.

HOMEOWNERS

Three (3) of the following four (4) required:

- Utility Bills (NIPSCO, water, sewer)
- Indiana Driver's License with Current Address
- Deed, Contract or Mortgage Statement
- Lake County Tax Bill

PENDING HOMEOWNERS

Pending defined as 30 days prior to occupancy

- Letter on realtor letterhead, of pending purchase and projected date of move-in. Must include the name and address of purchasing family.
- Letter on contractor letterhead, validating pending construction of home and projected move-in date. Must include the name and address of purchasing family.
- Offer to Purchase/Purchase Agreement/Contract

RENTERS/LEASERS

One (1) of the following two (2) *must* be provided:

- Lease Agreement – Must include parent/guardian name on the agreement; must include school age students on the agreement as tenants. Name and phone number of the manager/landlord. Must include beginning and ending date of agreement.
- Rent Agreement – Must include parent/guardian name on the agreement; must include school age students on the agreement as tenants. Name and phone number of the manager/landlord. Must include beginning and ending date of agreement.

In addition:

One (1) of the following if applicable:

- Utility Bills (NIPSCO, water, sewer)
- Driver's License with current address

If one of the above is not provided, the school must contact the landlord to confirm residency.

ADDENDUM – sharing a home with another individual or family

- Ross Township resident/owner completes addendum form in person in presence of school resource officer (SRO)
- Ross Township resident provides “proof of residency” (refer to “proof of residency” for homeowners, renters/leasers) – see attached forms
- A photocopy of the resident's and parent/guardian driver's license is to be taken and placed in the student's file.