

MERRILLVILLE COMMUNITY SCHOOL CORPORATION
REQUIRED PROOF OF RESIDENCY

Every parent/guardian enrolling a student in the Merrillville Community School Corporation **must provide a current 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

Two (2) of the following items are required:

- Utility Bill (either NIPSCO, water, or sewer)
- 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/LEASES

One (1) of the following items is required:

- 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 items is required:

- Utility Bill (either NIPSCO, water, or sewer)
- Vehicle Registration
- TANF (Temporary Assistance for Needy Families) letter from the State of Indiana

The school maintains the right to contact the landlord to confirm residency.

ADDENDUM (living in the home of another family or individual)

- 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 listed above)
- A photocopy of the resident's driver's license is to be taken and placed in the student's file along with the parent/guardian's driver's license