



Alabaster City Schools Guidelines for Proof of Residence

Students new to the Alabaster City School System must present to the school the following documents:

1. A certified birth certificate and verification of guardianship **if different from birth certificate.**
2. An up-to-date State of Alabama Immunization Certificate (*blue card*)
3. Verification of Residence: Two proofs of physical residency – All documents submitted as proof of residence must contain the parent or legal guardian's physical address in order for the school to verify that the residence is in zone. (*No Post Office Box address will be accepted*)

Provisions for determining residence: Must submit at least one primary proof

Primary Proofs:

1. Utility Bills or Deposit Receipts
 - a. Electric bill
 - b. Water bill
 - c. Gas bill
 - d. Garbage bill
2. Apartment or Home Lease/Mortgage
 - a. Apartment lease (listing the occupants)
 - b. House lease
 - c. Monthly mortgage statement

Secondary Proofs:

1. Property Tax Record or deeds
 - a. Tax receipt
 - b. Property deed
2. Income Tax records
 - a. Copy of check from the IRS
 - b. Correspondence from the IRS
 - c. Copy of W2 Form
 - d. Business Tax records or receipts
3. Other Official Proof of Residence Documents
 - a. Social Security checks or other correspondence from Social Security office
 - b. Miscellaneous correspondence from other US Government agencies
4. Employment Records
 - a. Paycheck stub issued from employer showing the physical address of the employee
5. Bank Records
 - a. Bank or Savings account statement
 - b. Loan statements
6. Non-utility Bills
 - a. Cell phone bill
 - b. Credit card bill
 - c. Cable Bill

If you are unable to provide a primary proof of residence, you must come to the Alabaster City School's Central Office located at 1953 Municipal Way during the week of July 24 – July 28 the hours will be (8:30-11:30 or 1:00-4:00) or July 29 (11:00-1:00). The homeowner will need to attend the meeting and bring current proofs of primary residence.

Your student is not enrolled until this process is complete.

Spanish interpreter will be available on July 28 from (8:30-11:30am and 1pm – 4pm) and July 29 (11am-1pm)