

**DECLARATION OF RESIDENCE (DOR) - Staff Use Only for Parent/ERH**

Used by Staff to verify a current student's housing status & homeless enrollment rights for a school.

ERH is a Parent/Legal Guardian, Student 18+, or someone who has the legal right to make educational decisions for the student.

➔ Complete A, B, & C ➔

EMAIL TO [MonicaMc@scusd.edu](mailto:MonicaMc@scusd.edu)

**A. STAFF VERIFICATION**

Staff (Print) \_\_\_\_\_ Ph \_\_\_\_\_ Date \_\_\_\_\_  
What is your school or district office? \_\_\_\_\_ Is this a Student Support Center? ☐ Y ☐ N  
Who gave you this info (name) \_\_\_\_\_ Are they ☐ staff ☐ Parent/ERH ☐ Other \_\_\_\_\_  
How given? ☐ In person ☐ Phone ☐ Email ☐ Letter ☐ Other \_\_\_\_\_ Comments \_\_\_\_\_

**HOMELESS CONFIRMATION: If a Homeless Address is checked in C below, staff must confirm with Parent/ERH**

Parent/ERH (name) \_\_\_\_\_ confirmed the student's homeless situation on (date) \_\_\_\_\_  
☐ In Person ☐ Ph call ☐ \*Email ☐ \*Letter/documents (\*Attach to DOR or email copies to [MonicaMc@scusd.edu](mailto:MonicaMc@scusd.edu))  
☐ Other Verification? \_\_\_\_\_  
Parent/ERH (name) \_\_\_\_\_ was given *Homeless Students-Rights & Responsibilities* flyer (2 pgs)  
☐ Not yet ☐ Yes: Date \_\_\_\_\_ ☐ In person ☐ Email ☐ Letter ☐ Other \_\_\_\_\_  
Additional Comments: \_\_\_\_\_

**B. FAMILY INFORMATION (PRINT):** Use 2 forms if necessary

Parent/ERH name _____	Ph _____	Email _____	
Student (First & Last name)	Student Number (8 digit)	Most Recent School	Currently in SCUSD?
_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No

**C. TYPE OF ADDRESS:** Check ONE (1) Type of Address Only from Primary/Permanent **OR** Homeless (NOT BOTH).

*Please review definitions with the Parent/ERH to ensure accuracy*

**PRIMARY/ PERMANENT RESIDENCE:** A fixed, regular, & adequate nighttime address that is stable and secure.

☐ This is their own housing (they are on the rental agreement)  
Address \_\_\_\_\_ Move in Date \_\_\_\_\_  
☐ Shared housing: Roommates, room & board, & similar situations: Long-term, stable/regular, no move out date, landlord approved  
Address \_\_\_\_\_ Move in Date \_\_\_\_\_  
☐ Residential Hotel: The hotel is their Primary residence by choice, convenience, or as a live-in hotel employee  
Hotel Name \_\_\_\_\_ Address \_\_\_\_\_ RM \_\_\_\_\_ Move in Date \_\_\_\_\_

**HOMELESS:** Lacking a fixed, regular, & adequate nighttime address due to loss of housing, as indicated below or similar.

Check only ONE (1) box that is the most recent housing situation. You can add additional Comments at bottom.

☐ Temporarily Doubled-up: Moved into a person's home due to loss of housing or financial problems (eviction, job loss, etc)  
☐ Couch Surfing ☐ Address: \_\_\_\_\_ Move in/Start Date \_\_\_\_\_  
☐ Emergency or Transitional Shelter Program where they spend their nights  
Shelter Name \_\_\_\_\_ Address \_\_\_\_\_ Ph \_\_\_\_\_ Move in Date \_\_\_\_\_  
☐ Hotel/motel: Living in hotel/motel due to a loss of housing and a lack of alternative adequate accommodations  
Hotel Name \_\_\_\_\_ Address \_\_\_\_\_ Rm \_\_\_\_\_ Move in Date \_\_\_\_\_  
☐ Unsheltered: Check the most recent place they spent the night. Start Date \_\_\_\_\_  
☐ Car ☐ Park/public space ☐ Campground ☐ Abandoned building ☐ Travel trailer ☐ Other \_\_\_\_\_  
☐ Substandard Housing (lacking utilities, condemned/uninhabitable, etc). Describe \_\_\_\_\_  
What is the address/location of the above? \_\_\_\_\_

Additional Comments: \_\_\_\_\_

### **DOR- STAFF USE ONLY (for Parent/ERH)**

**Used by Staff to verify a current student's housing status & homeless enrollment rights for a school.**

#### ***Do not use this form if:***

- *The student is an Unaccompanied Youth not in the physical care/custody of their Parent/ERH:  
Instead: Staff will fill out 'DOR- Staff Use Only for Unaccompanied Youth.'*
- *This is a new student who is completing a Student Registration Form:  
Instead: Parent/ERH will fill out 'DOR Parent/ERH' to establish residency/SOR for school placement.  
Parent/ERH will submit the 'DOR Parent/ERH' with the Student Registration Form.*

### **DOR- STAFF USE ONLY (for Parent/ERH) INSTRUCTIONS**

1. **STAFF** will fill out DOR- STAFF USE ONLY Form. The Parent/ERH does not fill out or sign this form.
  - Staff should be familiar with the DOR questions before talking with Parent/ERH. Missing information can invalidate a DOR.
  - Staff can fill it out based on current or past staff conversation with Parent/ERH and include other sources of information/verification.
  - Please be as complete as possible, including addresses and Move-in/Start dates.
2. **If a Homeless Address is checked in 'C. Type of Address'**
  - Staff must confirm student homelessness with Parent/ERH.  
There is a place on the DOR to note this under 'A. Staff Verification.'
  - The Parent/ERH needs to receive a copy of the Homeless Students-Rights... flyer (2pgs).  
There is a place on the DOR to note this under 'A. Staff Verification.'
  - **This DOR will be used by the Homeless Program Coordinator to identify and code homeless students.** Please email it asap to [MonicaMc@scusd.edu](mailto:MonicaMc@scusd.edu)
3. **Email all DORs (homeless or not) asap to:** [MonicaMc@scusd.edu](mailto:MonicaMc@scusd.edu)  
For questions, email or call Monica McRho, Homeless Program Coordinator  
Parker Family Resource Center & Homeless Services Office  
[MonicaMc@scusd.edu](mailto:MonicaMc@scusd.edu) / Cell: 916-295-7292 / Office: 277-6892