

Verification of Housing Status For Student:

Sacramento City Unified School District
DECLARATION OF RESIDENCE
UNACCOMPANIED YOUTH
(Youth not living with a parent or legal guardian)

Email completed Declaration & Verification documents to: MonicaMc@scusd.edu

SECTION 1: STUDENT SECTION

- A. First name (print) Last (print) Birthdate School Grade
B. I am not living with my parents or a legal guardian. What date did you leave your parent/guardian's residence?
C. Parents/Legal Guardian Info: If you are under 18 years, provide information on your parents or guardian(s)
D. What is your Address? (check one box below)

E. What is your TYPE OF ADDRESS: Check Primary/ Permanent Residence OR Homeless (not both). Submit verification

PRIMARY/ PERMANENT RESIDENCE: A fixed, regular, & adequate residence that is long-term & stable. No time limit; no move out date.
Shared housing, roommates, room & board, and similar situations
Residential Hotel: The hotel is your long-term primary residence by choice, convenience, or as a live-in hotel employee

HOMELESS: Student lacks a fixed, regular, & adequate nighttime residence, as indicated below & in similar situations. Temporary address.
Homeless Declaration: This Declaration and the student's homeless status expire when the student moves from the housing indicated below or on June 30th of the current school year, whichever comes first.
Temporarily Doubled-up: Moved in to a person's home temporarily due to loss of housing, economic hardship or similar reason.
Hotel/motel: Living in hotel/motel due to a lack of alternative adequate accommodations.
Temporary Shelter: Name of shelter ph
Temporarily Unsheltered: Car, park, public space, abandoned buildings, travel trailer, campground, or similar settings.

E. I declare, under penalty of perjury under the laws of California, that all information on this form is correct.
Student signature Cell phone Msg Ph Date

SECTION 2: Only if required above LEGAL OWNER/TENANT AFFIDAVIT

To be filled out by the Legal Owner or Tenant of the address in D above.

I declare, under penalty of perjury under the laws of California, that the student listed above resides at the address indicated in D above, and I am the Legal Owner/Tenant of that address. I understand that falsifying residency for attendance & enrollment is illegal.
I have attached these 2 documents in my name: 1) a copy of my photo ID AND 2) one of the following in my name at that address:
Utility bill within 30 days: SMUD,PGE,or Water Government agency letter within 30 days Current rental or lease agreement with landlord's information
Check or pay stub within 30 days Current voter registration Mortgage statement within 30 days or current property tax bill
Legal Owner/Tenant full name (PRINT) Sign Date
Phone What is your relationship to the student above: Relative Friend/ Acquaintance Other:

Note: District staff may contact legal resident or visit address to verify student and parent/guardian reside at the address.

SCHOOL DISTRICT USE ONLY: Staff (print) Site Date
Verification Submitted: Shelter Ltr, Hotel/motel receipt, Trailer Prk/Camp receipt, Car/Street: Referred to Homeless Office
Owner/Tenant Affidavit, WITH Photo ID, Utility bill, Govt. Ltr, Rental Agreement, Chk/pay stub, Voter Reg, Mortgage/property tax bill

Email all docs to: MonicaMc@scusd.edu



Parker Family Resource Center &
Homeless Services Office
Monica McRho, Program Coordinator
2930-21st Avenue, Sacramento, CA 95820
(916) 277-6892 / fax 277-6426

INSTRUCTIONS FOR DECLARATION OF RESIDENCE (DOR)

Dear Student:

You indicated you are living in housing in which you do not have the usual verification of address or housing status. Attached is the *Declaration of Residence* (DOR) for families/students in situations such as yours. This document is required for enrollment and verification of housing status.

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- Section 1:** Complete A
Complete B
Complete C
Complete D & E
- Address information
 - Move in date
 - Check box for *Type of Address*. If indicated, attach the Verification.

Complete E: Signature, phone, date

Section 2: Only if you are living with others: The Owner/Legal Tenant of the address will fill out the Owner/Legal Tenant Affidavit and attach the required 2 documents in his/her name.

The DOR and all required documents need to be submitted to the person/school/office indicated in the top right box of the DOR.

If you received this document by email but are not able to print it, please call and we will make it available to you at the school site.

If you have any questions regarding this document or have questions about filling it out, please call Monica McRho, Homeless Program Coordinator, 916-277-6892, or email: monicamc@scusd.edu

Thank you.