

NORTH POLK COMMUNITY SCHOOL DISTRICT

DISTRICT ADMINISTRATION OFFICE

313 NE 141ST AVE • Alleman, Iowa 50007

Phone: (515) 251-3400 • Fax: (515) 685-2002

Acceptable Proofs of Residency

Name of Child(ren)

Attendance Center(s)

Types of Residency	You need to
<p>A homeowner</p> <p>You may obtain property owner information from Boone, Polk, and Story Counties at the following web addresses:</p> <p>www.co.boone.ia.us www.assess.co.polk.ia.us www.storycounty.com</p>	<p>Provide either of the following:</p> <ul style="list-style-type: none"> • A copy of your most recently paid property tax bill with the section, block and lot number, and return to the District Administration Office or • A copy of a recent mortgage statement, and return to the District Administration Office. <p><i>* <u>The name and address on these documents must match the name and address of the parent or legal guardian of the student being registered.</u></i></p>
<p>Recently closed on a new home</p>	<p>Provide the following:</p> <ul style="list-style-type: none"> • A copy of the settlement statement from closing or a warranty deed and return to the Central Administration Office.
<p>A renter</p>	<p>Provide the following:</p> <ul style="list-style-type: none"> • A copy of your lease agreement with the term listed, and return to the District Administration Office. The agreement MUST contain property owner's name, address and signature; and name and signature of parent/guardian.
<p>Rent without a lease (on a month to-month basis)</p>	<p>Provide the following:</p> <ul style="list-style-type: none"> • A notarized Landlord Statement, Form ES1, and return to District Administration Office.
<p>Sibling currently attends North Polk Schools. If you are open enrolled in, the appropriate paperwork will need to be filed.</p>	<p>Name of sibling(s)</p> <p>Grade</p> <p>Attendance Center</p>
<p>If none of the above "types of residency" describe your current situation.</p>	<p>Please contact the District Administration Office.</p>

Please note: when a currently enrolled student has a change of address, or transfers within the school district, residency **MUST** be verified at the District Administrative Office. There will be **NO** exceptions. All mail will be sent to the previous address, and transportation will not be arranged until proper proof of residency is obtained. Registration materials for the upcoming school year will be sent to the address on file using bulk rate postage and will not be forwarded. If you are in need of using a post office box for mailing purposes, you will need to provide a copy of a power bill that has the post office box on it in addition to the physical address that corresponds to the physical address you provided as acceptable proof of residency.