



SOUTH PASADENA UNIFIED SCHOOL DISTRICT
1020 EL CENTO STREET, SOUTH PASADENA, CA 91030
PERSONNEL SERVICES
(626) 441-5810, X1130
<http://www.spusd.net>

DUAL RESIDENCY REQUIREMENTS

South Pasadena Unified School District defines “dual residency” as a situation in which one or more adults, representing two (2) different households or families, live under one roof, or at one address. In addition to the four (4) proofs of residency outlined on the “Enrollment/Registration Information” form, a dual residency will require additional documentation to complete registration.

The information that follows is intended to assist in preparation of documentation; however, additional information may be required. Residency verification home visits are performed at random and without prior notification. Please note that all documents must be current and photocopies will not be accepted. If you have questions, please contact the Personnel Services Department at (626) 441-5810, x1130.

1. Contact the Assistant Superintendent of Personnel to schedule an appointment. For the appointment, plan on having both the student’s family and the host family/individual attend the interview.
2. Complete the Dual Residency/Notary Public form. This form is available from the Personnel Services Department and should be completed prior to the interview. The completed form must be notarized and the original notarized copy, including an official seal stamp and signatures, should be brought to the interview.
3. What to bring to the appointment:
 - a. Original, notarized Dual Residency/Notary Public form
 - b. Proof of residency (see back)
 - c. Drivers’ License with current South Pasadena address listed

For leased/rental residences, the host family/individual must provide the rental agreement, which must include the names of all who reside in the dwelling, at the South Pasadena address.

If the residence is not a rental property, the property owner must provide documentation of ownership, such as mortgage statement, deed of trust, or other official document verifying home ownership.

The host family/individual and the registering family should each individually provide four (4) additional documents bearing their name and the address of the shared residence in South Pasadena.

In order to register at the school; you will need to take all documents proving residency as well as the residency verification card given by the Assistant Superintendent of Personnel Services.

For dual residency renewals, a copy of the previous year’s dual residency form and copies of updated documentation as requested above should be provided.

DUAL RESIDENCY REQUIREMENTS

Four (4) residency verification documents are required for enrollment:

1. **Driver's License or Legal Photo Identification (I.D.) of Parent/Guardian – must have current South Pasadena address listed**

** For cases of guardianship, additional information will also be required. **

2. **CATEGORY A:** (Choose one { 1 } of the documents listed below):

- Deed of Trust
- Mortgage Payment Receipt – **dated within the past month**
- Rental/Lease Agreement, listing all names of occupants (**including children**) and the name, address, telephone number and signature of landlord/management company.
- Property Tax Bill – **dated within the past year**
- Closing Escrow Papers

3. **CATEGORY B:** (Choose one { 1 } of the documents listed below which must be **dated within the past month**):

- Utility Bill (example: Southern California Edison, The Gas Company, Water Bill) **
- Time Warner Cable Bill
- Telephone/Cell Phone Bill

4. **CATEGORY C:** (Choose one { 1 } of the documents listed below):

- Current Car Registration – **dated within the past year**
- Car Insurance Statement – **dated within the past 6 months to 1 year**
- Health Insurance Statement – **dated within the past month**
- Current Bank Statement (or signed letter on bank letterhead with the South Pasadena address) – **dated within the past month**
- Pay Stub showing current South Pasadena Address – **dated within the past month**
- Current Federal or State Tax Forms – **dated within the past year**

** For a newly established residence, for verification from Category B, a *signed, original* receipt or statement on letterhead from the utility company **dated within the past month** will satisfy the requirement, provided the name of the parent/guardian and South Pasadena address where service will be established are listed.