

SCHOOL LETTERHEAD

March 2020

Residence Verification: Action Needed - DUE BY [Date]

Dear Parent/Guardians of _____

We are updating records to project student enrollment for next year. Enrollment projections are important because they allow us to determine proper staffing and manage resources for our students.

Residence verification is a required part of this process for all Irvine Unified School District families. The basis for this requirement is stated in the Administrative Regulations for Irvine Unified School District Board Policy 5111, *Admission/Residency*. A copy of the policy is available on the district website at the following link on the district website: <https://iusd.org/about/board-education/board-policies/admissionresidency>.

As shared in an earlier notification, we are using an electronic residence verification program for the first step of the residence verification process. However, there are some addresses which, for a variety of reasons, cannot be verified through this program. **The address you provided to the school for the current year was not able to be verified through this program. This means that you will need to verify your address by providing two proofs of residency to school site staff .**

We would be very grateful for your prompt response because it enables us to plan for next year while keeping records current. **All residence verification documentation is required and must be received by [DATE]**. School site staff will contact families from whom we have not heard after that time to let them know that their students will not be placed on a class list until the address verification process is completed.

If you have questions regarding residency verification, please contact our front office staff. Thank you in advance for your cooperation with this important procedure.

Sincerely,

School Principal
Name of school