

## SCHOOL LETTERHEAD

Date:

### **Residence Verification Confirmation**

Dear Parents/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. The address you provided to the school for the current year was verified through this program or through the standard manual process. This means that you do not need to provide any further documentation to verify your address at this time.

If you have questions regarding residency verification, please contact our front office staff.

Sincerely,

School Principal  
Name of school