

2016-2017 School Year

Establishing Residency with Lexington Public Schools

Every child who legally resides within the boundaries of the Lexington Public School district is entitled to a free public education. The Board of Education has directed that all students must establish residency by annually providing verification of residence. This helps to ensure that Lexington students are being served first before consideration is given to students who wish to transfer into the district.

To establish residency, please provide any TWO of the following billing statements* that are dated within 30 days of enrollment:

- Electric
- Water
- Natural gas
- Satellite tv
- Cable
- Non-cellular phone line

*All statements must contain the parent/legal guardian name and residential address. Post office boxes will not be accepted.



If you are unable to provide two of the utility statements listed above, you may still be able to establish residency *via the District Residency Officer* through the following process:

Step 1 - Provide TWO of the following documents with parent/legal guardian's name and residential address** listed:

- Current deed, mortgage, monthly mortgage statement, mortgage payment booklet, residential rental/lease agreement (hand-written rental/lease agreements will not be accepted)
- Valid, unexpired Oklahoma voter registration card
- Current homeowner's or renter's insurance policy or homeowner's or renter's insurance statement
- W-2 or 1099 tax form from the current tax year
- Mail from financial institutions: including checking, savings, investment account, and credit card statements dated within 30 days of enrollment date
- Mail from a federal, state, county, or city government agency dated within 30 days of enrollment date
- Current documents issued by the U.S. military indicating name and residential address
- Pre-printed paycheck or payment stub dated within 30 days of enrollment date
- Current Form DS2019, I-20, or a document issued by U.S. Citizenship and Immigration Services

** Post office boxes will not be accepted.

Step 2 – Meet with the District Residency Officer. The Lexington Public School District reserves the right to physically check reported residences. If the District determines that a student [student's parent/guardian] did not establish a bona fide legal residence in the District, the student's permission to attend school shall be revoked and tuition shall be charged for the days attended (Lexington Public Schools: District Policy EB; Admission, Residency, Placement, Transfer, and Withdrawal).