

Private School Choice Programs **Acceptable Proof of Residency Documents**

One of the documents below must be provided that includes the name of one of the parents/legal guardians on the application and the address on the application. The list below includes all acceptable forms of residency documentation. Only the items on this list may be used as residency documentation. The online application confirmation email will specify the dates that the residency documentation must be dated between. All residency documentation must be dated between three (3) months prior to the start of the open application period in which you submit the online application to the school and the end of that open application period. If a lease agreement with a term is provided, the lease term must include the date you submit the online application to the school. The start date of a month to month lease must be dated between three (3) months prior to the start of the open application period in which you submit the online application to the school and the end of that open application period.

1. **Wage statement or W2 year-end earnings statement.** (Note: W2 year-end earnings statements are not acceptable for applications received after April.)
2. **Water, sewer, gas, electric, cable, satellite, or landline phone bill.** Cell phone bills are NOT acceptable.
3. **Letter from the water, sewer, gas, electric, cable, satellite, or landline phone utility,** regarding these utility services at the address on the application. This letter must have been sent to the address on the application. Examples of this letter include a letter from the utility company establishing service at the new address or a past due letter sent to address on the application for service at that address.
4. **Governmental correspondence.** Examples include a property tax bill, Supplemental Security Income "SSI", Wisconsin Works "W2", FoodShare, United States Postal Service, or Housing Assistance letter. Printed statements from Access.gov can be used as residency support if the statement is during the required period.
5. **Lease agreement with a term that includes the date the parent applies to the school** (must be complete and legible) that is in the name of one of the parents/legal guardians at the address on the student application. Expired leases are NOT acceptable. Generally, the parent should try to provide one of the allowed residency documents other than a month to-month lease. However, if a month-to-month lease is used, it must be dated between three (3) months prior to the start of the open application period in which you submit the online application to the school and the end of that open application period. Rent receipts are NOT an allowed residency document.
6. **Homeless individuals** may identify a location for their residence if it is an identifiable location which could conceivably serve as a temporary residence. A homeless family should provide a letter on the organization's letterhead from a shelter for the homeless or from a private or public organization providing services for homeless individuals signed and dated within the required time period by a representative of the organization.
7. Properly completed [Alternative Residency Verification form \(Form PI-PCP-51\)](#) only for situations where: (a) the student is not living with one of his or her parents or legal guardians; or (b) one of the parents/ legal guardians does not have one of the residency documents above and someone else living at the address on the application is able to provide one of the residency documents in 1 through 5 above for the family.