

Book	POLICY MANUAL
Section	400 STUDENTS
Title	Enrollment and Tuition
Code	422 AR
Status	Active
Last Revised	February 20, 2023
Last Reviewed	July 8, 2024

### [Admission of Resident Students](#)

Proof of residency can be documented with one of these options, which are also examples that DPI uses for documentation of residency.

- Wage statement or W-2 tax form dated within 3 months of when the application is received. (Note: W-2 tax forms are not acceptable for applications received after April.)
- Water, gas, electric, cable, satellite, or landline phone bill dated within 3 months of when the application is received. Cell phone bills are not acceptable.
- Lease agreement with a term that includes the date the parent applies to the school (must be complete and legible). Expired leases are not acceptable. Generally, schools should try to obtain one of the allowed residency documents other than month-to-month leases. However, if a month-to-month lease is used, it must be dated within three months of when the application is received. Rent receipts ARE NOT an allowed residency document.
- Governmental correspondence dated within 3 months of when the application is received. Examples include a property tax bill, Supplemental Security Income “SSI”.
- Wisconsin Works “W2,” Food Share, or Housing Assistance letter with the address listed and the name of the parent/guardian. Printed statements from Access.gov can be used as residency support if the statement includes a date that is within 3 months of when the application is received and the name of the parent/guardian.
- 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 3 months of when the application is received) by a representative of the organization.
- 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/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 above for the family.