



## **Private School Choice Programs Allowed Residency Documents**

Parents/legal guardians (parents) must provide one of the documents below to each school they apply to that includes the legal name of one of the parents on the application and the same address that is 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 the parent submits the online application to the school and the end of that open application period. See the lease agreements option below for the lease agreement date requirements.

1. **Wage statement (i.e. pay check stub) or 2021 Form W2 Wage and Tax Statement.** Note: 2021 Form W2 Wage and Tax Statements are not acceptable for applications received after April 2022.
2. **Water, sewer, gas, electric, cable, satellite, or landline phone bill.** Cell phone bills are NOT acceptable. The date that is used to determine if the bill meets the date requirements is the bill date or the last meter reading date on the bill. The bill must be for services at the address on the application. If the bill includes both a mailing address and a service address, the addresses must match.
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 the 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" Cash Benefits, FoodShare "Food Stamps", 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. **Signed and dated 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 at the address on the 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, the start date must be dated between three (3) months prior to the start of the open application period in which the parent submits the online application to the school and the end of that open application period. Rent receipts are NOT an allowed residency document.

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*The Wisconsin Department of Public Instruction does not discriminate on the basis of sex, race, color, religion, creed, age, national origin, ancestry, pregnancy, marital status or parental status, sexual orientation, or ability and provides equal access to the Boy Scouts of America and other designated youth groups.*

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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. The letter must indicate the family lived at the address on the application during the required time period.
7. Properly completed [Alternative Residency Verification form](#) only for situations where: (a) the student is not living with one of his or her parents; or (b) one of the parents 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.
8. **Safe at home card.** Families participating in the Safe at Home program through the Wisconsin Department of Justice may provide a Safe at Home card for the residency documentation until the card's expiration date. Families participating in the Safe at Home program should identify the address on the Safe at Home card in the online application. The parent should identify the school district in the online application based on the address where the student actually resides.

The information in this document is based on  
Wis. Stats. §§118.60 and 119.23 and Wis. Admin. Code PI 35 and PI 48.