

Hawaii Educational
RESIDENCY VERIFICATION FORM

According to state law, Hawaii Revised Statutes §302A-1143 and Hawaii Administrative Rule chapter 8-13, school aged children are required to attend the school in the area in which they reside, unless permitted to attend another school through a geographic exception.

This is to certify that the following are residing with me: _____
(PRINT names) _____

They have been residing with me since _____, _____ and will continue
Month Day Year
to reside with me until _____.
Month Day Year

PRINT Name Signature

Residential Address Phone Number(s)

City State Zip Code ***Attach Proof of Residency (see *Verification of Residency* on back of form)

Child's Parent/Legal Guardian
I certify that the above information is true.

PRINT Name Signature

Notarized Statement
Subscribe and sworn to before me:
This _____ day of _____, _____.
Notary Public: _____
State of Hawaii
My commission expires: _____



Proof of Residence, VERIFICATION

- ▶ *Verification of Identity* of parent, licensed foster parent, or Court–appointed legal guardian
 - A Driver’s License (any photo drivers license is permitted), passport with photo ID, or State Identification card.

- ▶ *Verification of Residency* preferred documentation:
 1. Rental/lease agreement, mortgage document or current real property assessment document in the parent/guardian’s name.
 2. Utility bill for water, electric, gas or telephone that indicates that the billing is in the parent/guardian’s name and is being sent to the house.
 3. Notarized statement by the relative/friend can be accepted by the school with the following stipulation:
 - Notarized statement must state that the parent/legal guardian and child are living with the relative/friend;
 - Notarized statement must state the name of relative/friend that is on the relative/friend’s proof of legal residence;
 - Notarized statement must state the same address of relative/friend that is on the relative/friend’s proof of legal residence;
 - A copy of the relative/friend’s proof of legal residence must be attached to the notarized statement; and
 - Notarized statement must be signed by same name of relative/friend that is on the relative/friend’s proof of legal residence.
 4. Depending on a school’s past experiences, a school can request that one or more of the above be provided.
 5. If none of the above is available, then the school may use other documentation to verify residence. A home visit can be made by school staff should there be questionable documentation.
 6. Falsification on documents submitted is subject to penalty under HRS 710-1063. When such a violation is found, the child will be sent back to the school where he/she should properly be attending. The DOE may pursue prosecution at its discretion.
 7. For a homeless child, please refer to the school selection and enrollment guidelines that are provided by the McKinney-Vento Education for Homeless Children & Youth Program (as reauthorized by the NCLB Act of 2001).