

Items Required for Enrollment:

- Proof of Residency (See Below)
- Original Birth Certificate
- Current Immunization Record

Procedures for Proof of Residency

Before any student is enrolled in a Lawrence Township School, the student’s parent or legal guardian must prove legal residence within the attendance boundaries. Families whose primary residence is outside the Lawrence Township School attendance boundaries are not eligible to attend MSD Lawrence Township unless the online “Out of District Application” has been approved. (Legal guardianship requires documentation from a court or social service agency unless approved by the Director of Student Services.)

Effective December 2011, all enrollees must submit one document from each column.

EACH OF THE TWO ITEMS MUST SHOW YOUR CURRENT LAWRENCE TOWNSHIP ADDRESS.

Column A

- Copy of Deed or record of recent mortgage payment
- Copy of Current Lease
- Copy of Title work, approved loan application, or closing papers (no purchase agreements will be accepted)
- Property Tax Bill (most recent)
- Completion of Lawrence Township Residency Affidavit

Column B

- Current utility bill
- Utility connect notice
- Cell phone bill
- Automobile bill
- Physician’s bill
- Insurance Bill
- Valid IN driver’s license or State id
- Current vehicle registration
- Current payroll stub or letter from employer*
- Current bank or Credit card statement
- Letter from local government agency

*Must be on letterhead with contact name and phone number

Note: Mail addressed to a post office box will not be accepted.

You must submit original documents. Copies will not be accepted. (Original documents will be returned to you.)

THESE RESIDENCY PROCEDURES DO NOT APPLY TO HOMELESS FAMILIES AND THEIR CHILDREN. (MCKINNEY-VENTO ACT)

The term “homeless children and youth” means an individual who:

- Lacks a fixed, regular and adequate nighttime residence and includes children and youth who are sharing the housing of another person due to loss of housing or economic hardship.
- Lives in a motel, hotel, car, or camping grounds due to the lack of alternate accommodations.
- Lives in emergency or transitional shelter.
- Is abandoned in a hospital.
- Is living without a parent or guardian

ACCORDING TO INDIANA LAW, SCHOOL DISTRICT PERSONNEL MAY CHOOSE TO CONDUCT A RESIDENCY VISIT AT ANY TIME.