

## **To Best Provide for the Educational Services for Your Children, Merrillville Schools Requests the Following Documents**

- Certified birth certificate (exceptions for foster children)
- DCS foster information if applicable
- Immunization records
- Proofs of residency (refer to next page)
- Parent/Guardian current license or state ID
- Any or all documents that effect your child's educational placement  
(Example: IEP, 504 or Psychological Evaluation)
- Copy of last report card or transcript, withdrawal grades, and ISTEP scores
- Special Needs Transportation form (SNT) if applicable
- Any legal or custodial papers, if applicable

**MERRILLVILLE COMMUNITY SCHOOL CORPORATION  
REQUIRED PROOF OF RESIDENCY**

**Every parent/guardian** enrolling a student in the Merrillville Community School Corporation **must provide a current driver's license or state picture identification card** for the school to photo copy. The copy is to be placed in the student's file.

**HOMEOWNERS**

Two (2) of the following items are required:

- Utility bill (either NIPSCO, water or sewer)
- Deed, Contract or Mortgage Statement
- Lake County Tax Bill

**PENDING HOMEOWNERS**

Pending defined as 30 days prior to occupancy

- Letter on realtor letterhead, of pending purchase and projected date of move-in. Must include the name and address of purchasing family.
- Letter on contractor letterhead, validating pending construction of home and projected move-in date. Must include the name and address of purchasing family.
- Offer to Purchase/Purchase Agreement/Contract

**Renters/Leases**

One (1) of the following items is required:

- Lease Agreement – Must include parent/guardian name on the agreement; must include school age students on the agreement as tenants. Name and phone number of manager/landlord. Must include beginning and ending date of agreement.
- Rent Agreement – Must include parent/guardian name on the agreement; must include school age student on the agreement as tenants. Name and phone number of the manager/landlord. Must include beginning and ending date of agreement.

In addition, one (1) of the following items is required

- Utility Bill (either NIPSCO, water, or sewer)
- Vehicle Registration
- TRANF (Temporary Assistance for Needy Families) letter from the State of Indiana

*The school maintains the right to contact the landlord to confirm residency.*

**ADDENDUM (living in the home of another family or individual)**

- Ross Township resident/owner completes addendum form in person in presence of school resource officer (SRO)
- Ross Township resident provides proof of residency (refer to proof of residency for homeowners, renters/leasers listed above)
- A Photocopy of the resident's driver's license is to be taken and placed in the student's file along with the parent/guardian's driver license