



## WCS Returning Student Document Checklist

The following documents are required for active WCS students changing buildings (for example: rising 6<sup>th</sup> and rising 9<sup>th</sup> graders) or those who have moved to another address.

### Scenario 1: CURRENT WILLIAMSON COUNTY RESIDENT

1. Proof of Residency - **One** of the following:
  - Option 1: Copy of Signed Lease Agreement (including renewed lease agreements)
  - Option 2: Signed Executed Settlement Statement
  - Option 3: Warranty Deed
  - Option 4: Current Mortgage Statement
2. Utility Bill - **One** of the following:
  - Options: Electric, Water, Gas, Sewer or connection letter
    - Date: must be for the current month

If applicable: Current proof of custody of the child if the parents are divorced, separated, or unmarried

### Scenario 2: PARENT/GUARDIAN RESIDING WITH A LEGAL WILLIAMSON COUNTY RESIDENT

1. Residency Verification Affidavit signed and notarized by both parent/guardian and legal resident verifying proof of Williamson County address
2. Proof of Residency from legal Williamson County Resident - **One** of the Following
  - Option 1: Copy of Signed Lease Agreement (including renewed lease agreements)
  - Option 2: Signed Executed Settlement Statement
  - Option 3: Warranty Deed
  - Option 4: Current Mortgage Statement
3. Utility Bill (from the Williamson County resident) - **One** of the following:
  - Options: Electric, Water, Gas, Sewer or connection letter
    - Date: must be from the most recent month
4. Parent/Guardian Residency **Documentation 1**
  - Options: checking account, credit card statement, voter registration, copy of paycheck indicating name at the address used, phone bill, or some type of legal mail
5. Parent/Guardian Residency **Documentation 2** (cannot be the same as Residency Documentation 1)
  - Options: checking account, credit card statement, voter registration, copy of paycheck indicating name at the address used, phone bill, or some type of legal mail

If applicable: Current proof of custody of the child if the parents are divorced, separated, or unmarried