



Torrance Unified School District

Enrollment and Student Services

Residence Verification

Dear Parent/Guardian,

The Torrance Unified School District may only enroll students whose parent or legal guardian resides within school district boundaries (Education Code 48200). Residence verification is a parent responsibility and falsification of information will be grounds for immediate cancellation of enrollment. There can be only one residence (Government Code Sec. 244).

To verify residence two of the following documents with the parent/guardian's name and home address must be presented, documents must show matching Service Name and Service Address on the top and bottom portion of the bill:

- Utility Bill (must be dated within 60 days), top portion of utility bill must be submitted – stubs/bottom portion of bill will not be accepted, documents must display the service address and parent name as the primary account holder:
 - Electric
 - Gas
 - Water
 - Trash
 - Cable/Satellite
 - Internet
 - Home Phone (landline only)
- Mortgage Statement – the property and mailing address must match
- Property Tax – the property and mailing address must match
- Lease/Rental Agreement (complete agreement with signatures of all parties)
- If you have recently moved you can request a “Verification Letter of Service” from Southern California Edison (electric), SoCal Gas (gas), or City of Torrance (water)
- If you are enrolled in paperless billing we will accept a printout of your bill/statement (PDF), not a screen shot of your account. If you need assistance with this please make sure to have you login and password handy when you arrive.

Cell Phone Bills, Bills with Disconnect Notices, Screenshots/Profiles, or Bills Showing “C/O or %” by the Parent’s Name are NOT accepted.

If the parent/guardian and student(s) rent space/live in a home with someone else who resides within the TUSD boundaries, both the Primary Owner/Leaseholder of the Residence (Landlord) AND the Parent/Guardian (Tenant) must provide Residency Verification AND be present during enrollment to sign an Affidavit of Residency (AOR). Please be advised AOR's are renewed annually and the school site may conduct a home check to verify student residency.

- Landlord will provide:
 - 2 Original Utility Bills
- Tenant/Parent will provide one of the following:
 - Bank Account Statement
 - Pre-Printed Checks
 - Car Insurance Billing Statement
 - Any Correspondence from a Government Agency or Department

If the parent/guardian is unable to provide any of the above mentioned proofs of residence or if you have any questions please contact our office:

In person: 2336 Plaza del Amo
Torrance, CA 90509
By phone: (310) 972-6280
By Email: enrollment@tusd.org

Parents/Guardians are required to report a change of address to the school administration immediately. Proof of this change must be submitted within 30 calendar days. Failure to do so may be cause for forfeiture of the right to continuing enrollment. If false or inaccurate residence information is discovered, the student will be transferred to the district or school of residence.