



## University Place School District

3717 Grandview Drive W, University Place, WA 98466

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# 2008-09 Assumption of Responsibility 2008-09 Affidavit of Residence with a Sponsor

## Information for Parents

### The LWO procedure has changed for 2008-09.

Any student who resides within a home or an apartment owned or rented by someone other than a legal parent/guardian must complete an 'Assumption of Responsibility' form. This form is located on the UPSD web site at [www.upsd.wednet.edu](http://www.upsd.wednet.edu). Click on Forms 2008-2009 on the home page. Forms are also available at the UPSD office.

Any family, with children wishing to attend a UPSD school, that resides within a home or an apartment owned or rented by someone other than the legal parent/guardian must complete an 'Affidavit of Residence with a Sponsor' form. This form is located on the UPSD web site at [www.upsd.wednet.edu](http://www.upsd.wednet.edu). Click on Forms 2008-2009 on the home page. Forms are also available at the UPSD office

The Assumption of Responsibility and the Affidavit of Residence with a Sponsor are valid for one school year only and must be submitted annually. **In order for your form to be notarized both the parent/guardian and the UPSD sponsor must sign in front of the notary. DO NOT SIGN THE FORM UNLESS YOU ARE IN FRONT OF A NOTARY.**

Both Forms must be notarized and approved by the Student Services Office before the student may be registered, enrolled, and begin attending school. An appointment with the principal of the school or the Director of Student Services may be requested.

### What is the Process?

1. A completed 'Assumption of Responsibility' or an 'Affidavit of Residence with a Sponsor' that has been notarized and verification of UPSD residence must be turned into the University Place School District Office for approval.
2. An acceptable form of verification of University Place School District residency would be a current billing statement (no more than two months old) from the following list: home phone, utility, natural gas, cable, sewer, or garbage. (Cell phone bills cannot be accepted as they have a higher tendency to be billed to a business address rather than the home address.) Bills that have a Post Office box for the mailing address must also include the service (residence) address.
3. Primary and Intermediate students must attend the school designated for the residence. If a different primary or intermediate school is desired, an 'In-District Transfer Request' form must also be completed and approved before the student may attend the requested school.

Please return the completed form and proof of residency to University Place School District's main office @ 3717 Grandview Drive West. If you have any questions about this process, please feel free to contact the Student Transfers Office at 253-566-5600.

