



Affidavit of Residency for Brick-and-Mortar Students

Effective July 1, 2025

Information

Pursuant to 1 CCR 301-39, rule 5.08, for brick-and-mortar pupils exclusively enrolled (during the semester of the pupil enrollment count date) in alternative teacher-pupil instruction or any pupil that has a schedule that does not require the pupil's regular physical presence at the public school (including students exclusively taking online postsecondary courses), the district must verify and document student residency in the State of Colorado upon enrollment and annually thereafter.

Colorado school districts submitting students for funding during the Student October Count data submission, pursuant to the Rules for the Administration of the Public School Finance Act of 1994, will be subject to audit. As part of the audit process, districts and schools must be prepared to provide evidence of Colorado residency (dated within 365 days preceding the pupil enrollment count date) for all students meeting the description above who are submitted for funding.

Acceptable Residency Documentation for Audit

Reasonable evidence of Colorado residency documentation must include the physical address of the household dated within 365 days preceding the pupil enrollment count date.

Examples of documentation with the physical address that evidences Colorado residency include, but are not limited to:

- Affidavit of State of Colorado Residency (sample below)
- Property tax payment receipts
- Residential Lease Agreement (that encompasses the pupil enrollment count date)
- Rent payment receipts
- Utility service payment receipts
- Inclusion on the Direct Certification List
- Completed Family Economic Data Survey form or Application for Free and Reduced Priced School Meals
- Appropriate residency documentation for a member or dependent of a member of the United States Armed Services

Note: Proof of residency is not required for students who are required to be on-site regularly for any portion of the instructional day, if appropriate evidence of on-site attendance is provided. Otherwise, proof of Colorado residency (as described above) is required.



Affidavit of State of Colorado Residency

Pursuant to 1 CCR 301-39, rule 5.08, for brick-and-mortar pupils exclusively enrolled in alternative teacher-pupil instruction or any pupil that has a schedule that does not require the pupil's regular physical presence at the public school, the district must verify and document student residency in the State of Colorado upon enrollment and annually thereafter.

Please complete all of the following required fields in order to evidence Colorado residency for the student listed below for purposes of residency status for the Colorado Department of Education. Failure to complete all fields will result in an invalid/incomplete Affidavit.

Affadavit Completer Information

Name of Person Completing this Affidavit

Relationship to student listed below:

_____ ***Parent***

_____ ***Legal Guardian***

_____ ***Self (student 18 years or older)***

_____ ***Self (student without a parent/guardian AND is in a crisis housing situation as defined by the McKinney-Vento Act)***

Student Information

Name of School or Program

Student Name

Student Grade

Physical Address Information (cannot be a PO Box)

(Street address)

(Apt. or Unit)

(City)

(County)

(ZIP code)

Affirmation and Signature

I do hereby declare, under penalty of perjury under Colorado law, that the student listed above is currently a resident of the State of Colorado and that the foregoing is true and correct.

Signature

Date