

**Online School or Program**  
**Written Statement or Affidavit of Colorado Residency**  
**(Updated 2/17/16)**

**Information:**

Pursuant to 1 CCR 301-71, Section 8.06, Rules for the Administration, Certification and Oversight of Colorado Online Programs, an online school or program “must verify and document student residency in the State of Colorado upon enrollment and annually thereafter and retain a copy of the document or written statement offered as verification in the student’s mandatory permanent record. Colorado residency is determined by the student and Parent or legal guardian currently residing within the State of Colorado boundaries, except for students of military families.”

Reasonable evidenced of residency may be established by documentation including, but not limited to, any of the following: (1) property tax payment receipts, (2) rent payment receipts, (3) utility service payment receipts, (4) written “Statement of Residency” executed by the student’s parent/guardian, and/or (5) appropriate residency documentation for a member or dependent of a member of the United States Armed Services.

**Written “Statement of Residency”**

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, online schools or programs must be prepared to provide evidence of Colorado residency for all students submitted for online funding. In the event the online school or program decides to accept a “Statement of Residency” or “Affidavit of State of Colorado Residency” as evidence of the student’s Colorado residency, the online school or program must ensure that such statement or affidavit contains the following information. Absence of any of the information listed below will result in funding adjustments during the pupil enrollment count compliance audit for the district submitting the student(s) for funding.

1. An indication as to the school year in which the statement or affidavit applies.
  - A new statement or affidavit must be completed annually.
2. Name of the person completing the form, and the relationship of that person to the student(s) for whom the form is being completed.
  - The statement or affidavit must be completed by a parent/ guardian **OR**
  - By the enrolled student **ONLY if**:
    - The student is 18 years or older as of the date the statement/affidavit was completed (as evidenced by the date on statement or affidavit).
    - The student is without a parent/guardian AND is in a crisis housing situation as defined by the McKinney-Vento Act. More information on this Act can be found at:  
[www.cde.state.co.us/dropoutprevention/homeless\\_index](http://www.cde.state.co.us/dropoutprevention/homeless_index)
3. Name of the online school or program.
4. A list of all students for whom the statement or affidavit apply.
  - All students enrolled in an online school or program must have evidence of Colorado residency
  - In the event a student is NOT included on a statement or affidavit of Colorado residency, but belongs to a household that does have a statement or affidavit of Colorado residency, that residency statement or affidavit will **NOT** be allowed for the omitted student(s). A new statement or affidavit must be obtained for the omitted or excluded student(s).
5. A physical address for the student(s) listed on the statement or affidavit.
  - The physical address CANNOT be a post office box or general delivery box at a post office.
  - In the event a student does not have a physical address (such as incidences of homelessness or crisis housing situations), the general physical location of residency should be included. In addition, the online program and or school MUST contact the district McKinney-Vento liaison. Please note that incidences of homelessness or crisis housing situations do **NOT** preclude a student from enrollment in an online school or program.
6. Signature of the person completing the statement or affidavit.
7. The date in which the statement or affidavit was completed.
  - A new statement or affidavit must be completed annually.
  - A statement can be completed as early as the start of the enrollment period for the online school or program for the given school year.
  - A statement or affidavit must be dated by the pupil enrollment count day for the given school year.

\*An example of a written “Statement” or “Affidavit” of Residency containing the information noted above follows.

### ***Affidavit of State of Colorado Residency***

Pursuant to 1 CCR 301-71, Rules for the Administration, Certification and Oversight of Colorado Online Programs, the Colorado State Board of Education must ensure that student residency is documented and verified, both upon initial enrollment and annually thereafter, for all students enrolled in online schools and/or programs. Colorado residency is determined by the student and Parent or legal guardian currently residing within the State of Colorado boundaries, except for students of military families that maintain Colorado as their state of legal residence for tax and voter registration purposes. Reasonable evidence of residency within the State of Colorado boundaries can be established by a written statement of residency pursuant to Section 8.06.4.

++++  
Please complete all required fields (\*) in order to evidence Colorado residency for those students listed below for purposes of residency status for the Colorado Department of Education. Failure to complete all required fields (\*) will result in an invalid/incomplete Affidavit.

\*Name of Person Completing this Affidavit: \_\_\_\_\_

\*Relationship to student(s) 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)

\*Name of Online School/Program: \_\_\_\_\_

\*List **all** students for whom this affidavit applies:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

(If additional students enroll after the completion of this affidavit, a new affidavit must be completed for those students not listed above).

\*Physical address (cannot be a post office box or general delivery at a post office) for all students listed above:

\_\_\_\_\_  
(\*Street) (Apartment #)

\_\_\_\_\_  
(\*City) (County) (\*Zip)

*I do hereby swear and affirm, under penalty of perjury, that the child(ren) listed above and I are currently, and will continue to be, residents of the State of Colorado for the **2016/2017** school year.*

\*Signature: \_\_\_\_\_ \*Date: \_\_\_\_\_