

# Hawai'i Department of Education - Proof of Current Address

Preferred documentation by the parent or legal guardian to establish proof of residence includes the following:

**\*\*however a school may request additional documentation**

## **\*\*Kalani High School requires 1 utility bill **OR** 3 other documents as proof of residence**

- Rental/lease agreement, mortgage document, or current real property assessment document in the parent/guardian's name
  - A signed and accepted offer to a lease agreement from the leasing office is acceptable, if the following are included: Parent/legal guardian's name and signature with date of acceptance; residential address; effective date of offer; available unit date; and, deadline to respond date.
- Utility bill for water, electric, gas or telephone that indicates that the billing is in the parent/guardian's name and is being sent to the house; and
- If the parent or legal guardian cannot provide documentation of legal residence because the parent/legal guardian is living with a relative/friend, a notarized statement by the relative/friend can be accepted by the school with the following stipulation:
  - (a) Notarized statement must state that the parent/legal guardian and child are living with the relative/friend;
  - (b) Notarized statement must state the name of relative/friend that is on the relative/friend's proof of legal residence;
  - (c) Notarized statement must state the same address of relative/friend that is on the relative/friend's proof of legal residence;
  - (d) A copy of the relative/friend's proof of legal residence must be attached to the notarized statement; and
  - (e) Notarized statement must be signed by same name of relative/friend that is on the relative/friend's proof of legal residence.

Falsification of documents submitted is subject to penalty under Hawaii Revised Statutes 710-1063, resulting in the child being sent back to the school where he/she should properly be attending. The Department may pursue prosecution at its discretion.

Families experiencing unstable housing are covered by enrollment guidelines provided in the McKinney-Vento Act. Please [contact a community liaison](#) in your area.

This information is from the [Hawai'i DOE How to Enroll](#) page