



June, 2016

Dear Parent/Guardian,

Our school district continues to require parents/guardians of all current 9<sup>th</sup> and 10<sup>th</sup> graders, incoming/new students, or in the case of a change of address to provide confirmation of a student's residence. Each student is to attend the neighborhood school that correlates to the address of his/her parent/guardian. The purpose of this is to manage class size at your child's school and to ensure compliance with Iowa's laws regarding enrollment.

Please provide to your student's school a parent official photo identification, as well as, another proof of address that confirms you and your student's residence. The types of documentation that will be accepted (but not limited to) include:

A valid parent photo ID plus one of the following

- Utility bill or Confirmation of Services
- Lease or Rental Agreement or notarized letter from your landlord
- Purchase Agreement
- Mortgage Statement
- Polk County Assessors – print a copy of web page verifying property ownership
- Property Tax Statement
- Vehicle Registration
- DHS Paperwork
- Shelter Stay Verification

If you are residing with family or friends, the school will need a notarized letter from the person you are living with attesting that you and your child are currently residing at their address. In addition to the letter, the school will need one form of address verification in their name, from the list above.

We appreciate your cooperation in this regard.

Sincerely,

A handwritten signature in black ink, appearing to read "K. Biggs".

Mr. Kevin G. Biggs, Principal  
Theodore Roosevelt High School  
4419 Center Street  
Des Moines, Iowa 50312-2299  
515-242-7272  
Fax 515-242-7350