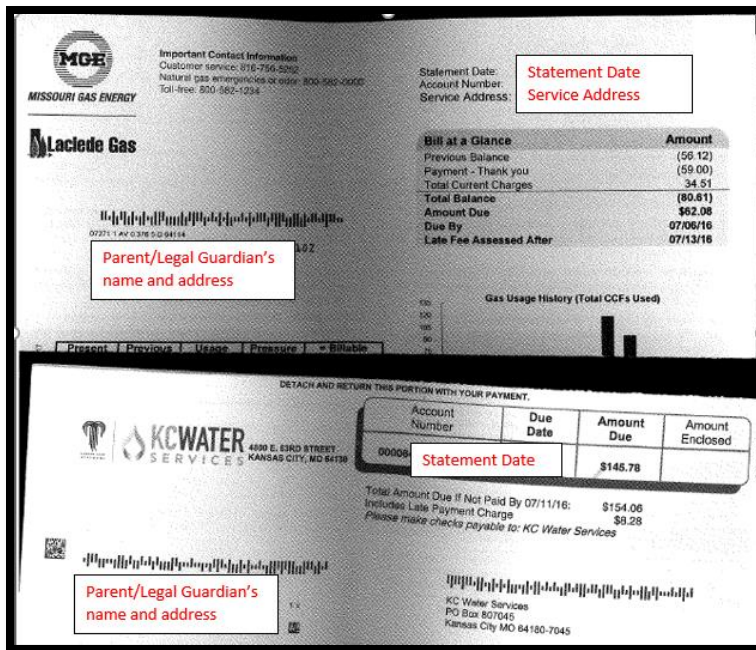


How to Upload Residency Documents

The online registration system allows the parent/legal guardian to upload their residency information.

- Place both bills (one must be a utility bill) so that the parent/legal guardian's name, address and date of the bills are visible.
- Take a photo of the two bills together.
 - Example



- Upload, the single file, to the online registration system.

If you are having trouble uploading your bills:

- You are welcome to email a copy of the bills to jwilliamson@center.k12.mo.us or shunter@center.k12.mo.us. Please **reference your application number** in the email.

OR

- The parent/legal guardian may attend one of the registration sessions to prove residency.
 - Please bring the following if attending a registration session:
 - Application number
 - Parent/legal guardian's photo id
 - Two of the following documents dated within the **past 30 days** that **include the parent/legal guardian's name and address. One bill must be a utility.**
 - Utility bill-KCPL, MGE, KC Water bill, AUM Water Bill
 - Landline phone bill
 - Documents from DFS or Social Services
 - Paycheck Stub