



**BRIGHTEN
ACADEMY**

Dear Parents of 3rd, 5th, and 7th grade students:

Welcome back to the 2022-23 school year! We are happy to have you as a returning family. Periodically, we conduct a Proof of Residency Audit. This year will do this in 3rd, 5th, and 7th, grades. The documents required are listed below. You should attach and return this letter with the required documents no later than **SEPTEMBER 1ST**. Be sure to include all enrolled student names in the space provided. Failure to provide Proof of Residency can result in your student(s) being withdrawn from Brighten Academy. Remember, to attend Brighten Academy, you must live in Douglas County. We appreciate your assistance as we work to meet this accountability.

Feel free to email Pam Scherer – pscherer@brightenacademy.com should you have any questions.

Sincerely,

Angi Andrews – Business/Student Services Manager
aandrews@brightenacademy.com

Required Documents

Each of the following must be provided as proof of residency:

If you rent: Current lease agreement **AND** current utility bill or connection receipt. Utility bill must be no more than 30 days old, and not indicate disconnection or pending disconnection. Both the lease agreement utility bill in the parent/legal guardian’s name.

If you own: Current mortgage statement or tax bill **AND** current utility or connection receipt. Utility bill must be no more than 30 days old, and not indicate disconnection or pending disconnection. Both documents must be in the parent/legal guardian’s name.

If you live with another family: The Multi-Family Residence Form **MUST** be signed by the homeowner or lessee, and the enrolling parent/legal guardian. Both signatures **MUST** be notarized individually. You will need to provide the Multi-Residence Form **AND** current utility bill or connection receipt of the homeowner or lessee. Access A Multi-Family Residence Form on our website.

Enrolled Student(s) and grade
