Dear Parent/Guardian:

Bentonville Schools requires all students, including recently enrolled students, to provide proof of residency verifying residence within the Bentonville Schools boundary lines beginning July 11, 2020. Residency Verification must be completed no later than Friday, August 26, 2020 to allow your child to remain enrolled in Bentonville Schools.

You may submit your proofs of residency online here beginning Saturday, July 11, 2020, at 7:30 am. The Residency Verification form is mobile friendly.

If you have not logged into the Etrieve system, you will first need to set your password. Click the Forgot username or password link, enter your username (your email address) and click Continue. A password reset email will be sent to you. The password reset link will expire 15 minutes after reset email is sent. Once you have set your password, please login to submit your Residency Verification form. Parents who used Etrieve last year but have forgotten their password should also use the Forgot password link to reset it. Parents who have enrolled students after June 2020 may experience delays in access to the Etrieve system . . . new accounts are currently being created. New parents should allow 72 hours before attempting to log in. We apologize for this inconvenience.

Back to School forms will also be submitted using Etrieve. Please complete an Emergency Card for each student. The Consent and Agreement as well as the Chromebook Loan Agreement list multiple students on one form. Parents/Guardians of 11th and 12th graders will need to complete the Military Recruiter Release.

**User name:** email address on file with Bentonville Schools

Click on Forms and Residency Verification to open your form. Your student(s) and current address will populate for you. If there are students listed who do not reside with you, please contact a building registrar before submitting your form.

After completing the Residency Verification form, click the Attachments icon at the bottom of the page.

Click Upload File(s) to select your document images. When both image files have been uploaded, click Close. **IMPORTANT:** Both images must contain your property/service address or location. The service address/location is typically an identified section on the bill. The mailing address section is NOT the service address/location. Utility bills must be dated after July 1, 2020. Please make sure the service address/location, date and parent’s name are clearly visible in your uploaded images.
You will see a red circle with a 2 in the center over the Attachments icon when both documents have been uploaded. Click "Submit."

If there is an issue with the documents you submit, a registrar will contact you by August 21, 2020.

Online residency verification will be available from 7:30 am on Saturday, July 11 until noon on Friday, August 26.

If you prefer to take your documents directly to your child’s school, building staff will help you complete the process by appointment only. Please call the school to schedule a time and ensure that you are aware of the COVID-19 guidelines for entering the building.

We encourage you to complete Residency Verification prior to the start of school so there are no disruptions in your child’s education. If the proofs of residency are not submitted to your child’s zoned school by August 26, 2020 your child could be dropped from enrollment in Bentonville Schools.

Choose one of the following options to verify residency. Each option requires **two** separate documents:

- **a.** Current utility bills from **two** different utilities (gas, water or electricity) showing parent/guardian’s name and service address;

- **b.** Signed rent or lease agreement **and** a current utility bill (gas, water or electricity) showing parent/guardian’s name and service address;

- **c.** Current real-estate property (not personal property) tax receipt **and** a current utility bill (gas, water or electricity) showing parent/guardian’s name and service address.

  *Cable or satellite bills, insurance bills, cell or phone bills, bank statements, mortgage statements or personal property tax receipts are not considered acceptable proofs of residency.

If you do not have one of the above listed items, you must come to the Bentonville Public Schools Student Services Center located at 500 Tiger Blvd in Bentonville, with documented proof that you reside in the Bentonville School District. Based on the documents provided, the District Office will provide a Residency Affidavit to complete the verification process. (If the District Office is closed to the public due to COVID-19, please call 479-254-5000 prior to coming to the office. We will update our website with the availability of office hours.)

Parents/guardians of students residing where they are unable to provide two proofs of residency in their own name will continue to annually complete a Resident Provider Affidavit based on the date the affidavit was previously filed with our district for the prior school year.

Thank you for your assistance and please feel free to contact the Student Services office or your school’s registrar with any questions you may have.

Bentonville Schools
Student Services Center
479-367-8050