

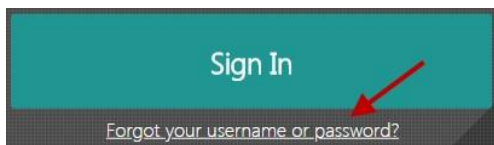
Dear Parent/Guardian:

Bentonville Schools requires all students, including recently enrolled students, to provide proof of residency verifying residence within the Bentonville Schools boundary lines beginning July 13, 2019. Residency Verification must be completed no later than Friday, August 23, 2019 to allow your child to remain enrolled in Bentonville Schools.

You may submit your proofs of residency online [here](#) beginning **Saturday, July 13, 2019, 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 2018 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.

**Coming Soon . . . Back to School forms will now be completed using Etrieve! Please watch for an informational email next week!**



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

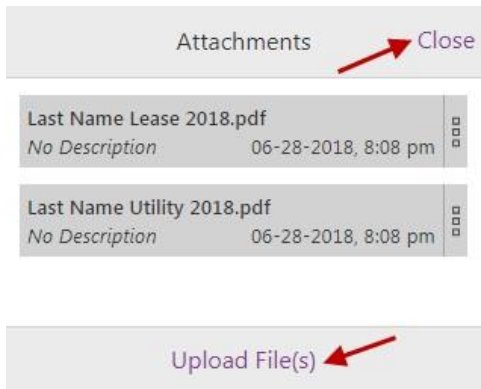
Click on Forms and Residency Verification to open your form. Your student(s) and current address will populate for you. If there are students listed who do not reside with you, please contact a building registrar **before** submitting your form.

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

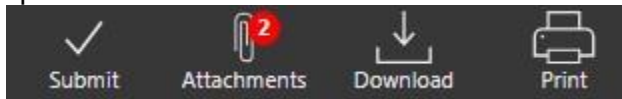


Click Upload File(s) to select your document images. When both image files have been uploaded, click Close.

**\*\*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, 2019. 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 20, 2019.**

Online residency verification will be available from 7:30 am on Saturday, July 13 until noon on Friday, August 23.

All residency verifications must be completed online. If you need assistance uploading your proofs of residency, we will have registrars available at:

Ruth Barker Middle School – 500 SE 18<sup>th</sup> St, Bentonville

Monday, July 15 – Thursday, July 18 from 7:30 am to 5:30 pm  
Friday, July 19 from 7:30 am to 11:00 am

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 24, 2019 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.

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