

# Lee County Schools

## PARENT/RESIDENT AFFIDAVIT

Date: \_\_\_\_\_

School: \_\_\_\_\_

This form is to be completed each school year by the student's parent or legal guardian and signed/witnessed by a Notary Public. A separate Residency Affidavit must be submitted for each child enrolled in the district. You may photocopy this form.

**\*\*THIS DOCUMENT MUST BE ACCOMPANIED BY ALL REQUIRED PROOFS FROM HOMEOWNER AND PARENT\*\***

### Identifying Information – PLEASE PRINT LEGIBLY

A. Student Name \_\_\_\_\_ EXPECTED Grade: \_\_\_\_\_

First Name                      Middle Initial                      Last Name

B. Student lives with: Print name(s) and CHECK RELATIONSHIP TO STUDENT

Parent(s)/Guardian(s) Full Name: \_\_\_\_\_

Relationship to Student:    ☐ Parent(s)    ☐ Guardian(s)    ☐ Other: (please explain) \_\_\_\_\_

C. For the 20\_\_\_\_-20\_\_\_\_ school year, our family will be living with *OR* on property owned by:

Name of Homeowner(s): \_\_\_\_\_

Address of Property: \_\_\_\_\_

Street Address                      City                      State                      Zip

D. The reason for these living arrangements: \_\_\_\_\_

I declare under the penalty of perjury that this student and I reside at the above address. I agree to notify the school within two (2) weeks when residency has been changed and that a new affidavit accompanied by new proofs of residency must be submitted. I also understand that the purpose of this affidavit is to appeal to the Lee County Board of Education to allow my/our child to attend the public schools. I further consent and agree that the Lee County Board of Education shall have the right to verify this affidavit and that this affidavit may be submitted to a court or other authority as proof of our residence. I consent to the use of this affidavit by the Lee County Board of Education as proof of our residence and understand fully and completely that making a false statement for the purpose of enrollment is against the law and the execution of a false affidavit will result in revocation of student enrollment and/or further action.

**I FURTHER UNDERSTAND THAT A REPRESENTATIVE OF THE LEE COUNTY BOARD OF EDUCATION CAN/WILL VERIFY THIS AFFIDAVIT BY VISITING THE RESIDENCE ANYTIME BETWEEN 5:00 AM TO 10:00 PM**

\_\_\_\_\_, Date: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

*(Parent/Guardian's Signature)*

I, \_\_\_\_\_, owner of the property listed above, declare that the family listed above is a full time resident on/in my property. I understand that I must notify the school immediately if the family above moves from my property at any time during the school year.

\_\_\_\_\_, Date: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

*(Homeowner's Signature)*

Sworn to and subscribe before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_, My Commission Expires: \_\_\_\_\_

*Notary Public Signature*

### CENTRAL OFFICE USE ONLY:

☐ Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

☐ Denied by: \_\_\_\_\_ Date: \_\_\_\_\_

☐ Pending needs: \_\_\_\_\_

☐ Signed and notarized Parent/Resident Affidavit

☐ Homeowner Proof of *Property* Type: \_\_\_\_\_

☐ Homeowner Proof of *Utilities* Type: \_\_\_\_\_

☐ First Parent Proof Type: \_\_\_\_\_

☐ Second Parent Proof Type: \_\_\_\_\_

☐ Residency/Address Verified by \_\_\_\_\_ on \_\_\_\_\_ at \_\_\_\_\_

All required documents must be returned to: **Lee County Board of Education, C/O Natasha Foster, 2410 Society Hill Road, Opelika, Alabama 36804**

# Lee County Schools

## Residency Verification Process – Required Documentation

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Residency verification for parents/legal guardians who are unable to prove residency by providing a mortgage, rental agreement, warranty deed, or property tax information and an utility bill in their name should bring the following documentation to the Lee County Board of Education for authorization to enroll in Lee County Schools:

1. **A notarized Parent/Resident Affidavit that is signed by the homeowner and parent for each child being enrolled.**
2. **Homeowner proofs of residency listed below:**
  - Homeowner should provide **ONE** of the following proofs to connect the homeowner to the property
    - If homeowner owns the home, a Warranty Deed (physical and legal address noted, recorded/filed/signed), or
    - If homeowner owns the home, a current mortgage statement, or
    - If homeowner owns the home, the current Lee County Property Tax invoice paid receipt (not appraisal), or
    - If homeowner lives in a mobile home, the current Manufactured Home Tag Receipt **must be provided**, or
    - If homeowner is renting or leasing the home, an official, notarized if applicable, unaltered recent Rental or Lease Agreement that has been signed by both parties with contact information for all parties that covers the current school year.
  - Homeowner should provide **ONE** of the following utility bills (no more than 45 days old) to prove that the family currently lives at the address:
    - Current utility bill (power, water or gas bill), or
    - Current home phone/cable/internet bill
3. **The parent/legal guardian must prove residency by providing two pieces of postmarked or dated mail that has gone through the US Postal Service that he/she received at the given residence. Examples are:**
  - Driver's License (***Second proof must be dated***)
  - Utility bill (*no more than 45 days old*)
  - Bank Statement (*no more than 60 days old*)
  - Medical Insurance / Medical Bill (*no more than 60 days old*)
  - Credit Card Bill (*no more than 60 days old*)
  - Current Car Insurance / Current Vehicle Registration
  - Official Communications from Legal Agency (*no more than 60 days old*)
  - Cell phone bill (*no more than 60 days old*)
  - Letters from any Federal, State, or Local Government Agency (ie. Child Support, Food Stamps, Subpoenas, Medicaid, Medicare, Veterans Affairs, Social Security - *no more than 90 days old*)
4. **A home visit by the Residency Verification Officer may occur at any given day/time between the hours of 5:00 AM to 10:00 PM to verify the said living arrangements. If the parent/legal custodian or guardian fails to cooperate with the Residency Officer, the appropriate personnel will be informed that confirmation was not possible and termination of enrollment from the school system will be required.**
5. **The Parent/Resident Affidavit and ALL REQUIRED DOCUMENTS must be returned to: Lee County Board of Education, C/O Natasha Foster, 2410 Society Hill Road, Opelika, Alabama 36804**