

NOTARIZED LETTER FOR PROOF OF RESIDENCE
(IF PARENT/GUARDIAN LIVES WITH SOMEONE ELSE)

Student's Name _____ Grade _____

School: _____

Parent/Guardian _____

Owner/Lessee/Renter of Residence _____

Residence Address: _____

Phone Number of Residence: _____

Driver's License Number of Owner/Lessee: _____

HOMEOWNER VERIFICATION

ACCEPTABLE PROOFS OF RESIDENCE PROVIDED BY OWNER/LESSEE

(Homeowner Must Accompany Parent to Registration)

(Homeowner must provide current MLGW and either the Mortgage, Lease, or Rental Agreement)

- CURRENT MONTH'S MLGW BILL (Date= _____)
- MORTGAGE
- LEASE (Dates= _____)
- RENTAL AGREEMENT (Dates= _____)

I understand that a Federal Court Order and Shelby County School Board Policy prohibit the enrollment of any child in Shelby County Schools unless they are living with a parent/legal guardian who resides in the area served by the Shelby County School System. **I further understand that providing false address information for a "lives with" situation is a crime punishable by a fine.** I do hereby swear that the above named student and their parent/legal guardian reside with me at the above documented address. **I understand that it is my responsibility to notify the school if this family moves from my residence.**

Signature of owner/lessee/renter

Date

**PARENT/GUARDIAN SEEKING ENROLLMENT RESIDENCE
VERIFICATION**

Parent/Guardian Name _____

Parent/Guardian Driver's License Number _____

**ACCEPTABLE PROOFS OF RESIDENCE PROVIDED BY
PARENT/GUARDIAN
(MUST PROVIDE AT LEAST TWO OF THE SIX ITEMS LISTED BELOW)**

- DRIVER'S LICENSE/STATE ISSUED IDENTIFICATION (Parent/Guardian name and current address)
- CAR REGISTRATION (Parent/Guardian name and current address)
- VOTER REGISTER (Parent/Guardian name and current address)
- PAYROLL STUB (Parent/Guardian name and current address)
- THREE (3) SIGNIFICANT PIECES OF MAIL WITH A FORWARDING STICKER (Parent/Guardian name and current address)
- GOVERNMENT ASSISTANCE COMMUNICATION (Parent/Guardian name and current address)

My family will be living with the individual who is listed as the owner or lessee at the above address. I understand that I must provide the school with two of the items listed above in order to verify my current residence with the homeowner listed above. If residency questions arise at a later date, it will be necessary for the school to request additional proofs and I will be required to provide that proof to the school upon request. **I also understand that I will be charged the cost of my child's education if it is found that I do not live in the Shelby County School District (TCA 49-6-3003) at the address listed above.** I further understand that if I move from the address listed above I must notify the school.

Most recent previous address: _____
street number and name

City, State, Zip

Signature of parent/guardian

Date

**NEW ENROLLEES: FAILURE TO PROVIDE THE ITEMS LISTED ABOVE WITHIN
10 SCHOOL DAYS WILL RESULT IN WITHDRAWAL OF THE STUDENT**

*Signature above indicates parent/guardian understanding that the above listed items must be provided to the school no later than _____.

SIGNATURE AND SEAL OF NOTARY

Assessor's Page Check _____ MLGW Check _____

Reviewed and Approved by: _____

Date of Approval: _____