



Shared Residency Information Items Needed for Shared Residency Verification

The homeowner of the home in which the student resides must accompany the parent, legal guardian, or custodians to registration and provide two (2) of the items listed in the General Proof of Residency Section

General Proof of Residency (Homeowner)

- Most **recent MLGW bill** of the owner, renter, or lessee of the home in which the student will reside during the current school year
- **Mortgage statement of deed** of the owner of the home in which the student will reside during the current school year
- **Lease of the lessee** of the home in which the student will reside during the current school year
- Rental Agreement of the renter of the home in which the student will reside during the current school year
- **Real Estate tax receipt**
- **Public assistance/government benefits check, card, or papers**

The parent, legal guardian, or custodian having lawful control of the student claiming shared residency must provide two (2) of the following items listed below:

- **Car registration** of the parent, legal guardian, or custodian having lawful control of the student bearing the address at which the student will be residing during the current school year
- **Voter registration** of the parent, legal guardian, or custodian having lawful control of the student bearing the address at which the student will be residing during the current school year
- **Payroll stub** of the parent, legal guardian, or custodian having lawful control of the student bearing the address at which the student will be residing during the current school year
- **Three (3) significant pieces of mail** with a forwarding sticker bearing the address at which the student will be residing during the current school year
- **Government Assistance Communication** directed to the parent, legal guardian, or custodian having lawful control of the student bearing the address at which the student will be residing during the current school year

In the event that the two (2) of the items listed directly above cannot be provided, residency may be established by submitting other documentation deemed to be appropriate proof of residence by the department responsible for verifying residency. The parent, legal guardian, or custodian of homeless students shall not be subject to the provisions outlined in the Shared Residency Requirements section above.

Shared Residence Affidavit

This form is to be completed if residency requirements cannot be provided due to the fact that the parent and child(ren) are sharing a home with another person **SEVEN DAYS A WEEK YEAR ROUND**. This affidavit must be re-certified through the Superintendent's Office.

All sections must be completed and signatures notarized. **DO NOT SIGN THIS FORM IF ANY OF THE STATEMENTS ARE INCORRECT.** Evidence of false information will result in immediate withdrawal of the student(s) from school.

To be completed by Parent(s)/Guardians:

Student: _____ Sex: ___ M ___ F Birth Date: ____/____/____ Grade: _____
Last Name First Name

Student: _____ Sex: ___ M ___ F Birth Date: ____/____/____ Grade: _____
Last Name First Name
 (Please list additional students on a separate sheet)

Parent(s) Name: _____
Last Name First Name

Name: _____
Last Name First Name

Address: _____

Telephone: _____ Cell Phone: _____ Other Phone: _____

This living arrangement is: ___ Temporary (Duration: _____) ___ Permanent

This address listed above is my only residence. I agree to notify Bartlett City Schools if there is any change in the status of my residence. I understand that home visitation and/or residency verification is part of the process when residency is established by an Affidavit of Shared Residence.

 Signature of Parent/Legal Court Appointed Guardian TN Driver's License/ID Card Number Date

TO BE COMPLETED BY HOMEOWNER:

I, _____, declare/certify that I am the primary resident/owner at
 (Owner, Lease Holder, Qualified relative, Friend, Neighbor etc.)

_____ and that the above mentioned adult(s) and student(s)
(Street) (City) (Zip)
 reside with me on a full time basis (seven days a week year round).

I agree to notify Bartlett City Schools if there is any change in the status of residence of the persons listed above. I understand that home visitation and/or residence verification is part of the process when residency is established by a Shared Residence Affidavit. I further agree to provide proof of **my** residence to Bartlett City Schools.

 Signature of Primary Resident/Owner(s) TN Driver's License/ID Card Number Date

State of Tennessee, County Of _____

On _____ before me _____, personally appeared

 Name(s) of Signer(s)

Place Notary Seal below

Who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument. I certify under PENALTY OF PERJURY under the laws of the State of Tennessee that the foregoing paragraph is true and correct. WITNESS my hand and official seal.

Signature _____
Signature of Notary Public



Notification of Penalties Form

David Stephens, Superintendent

Parent/Court Appointed Guardian/Caregiver:

District Policy requires valid proof of residence for all students. Please read the following information carefully before signing and completing the affidavit.

Sincerely,

David Stephens
Superintendent

Initials are required after each statement by each party.

Bartlett City Schools will actively investigate all cases where it has reason to believe false information has been provided on an affidavit; including private investigators/Bartlett City Schools Security to verify residency status. (Verification may include home visits.) _____
(Initial)

District personnel may refer cases in which false information has been provided to counsel for Bartlett City Schools for further action and/or file civil action to recover damages incurred as a result of providing false information. _____ (Initial)

Investigations that reveal students have enrolled on the basis of providing false information will lead to **immediate withdrawal** from Bartlett City Schools. _____ (Initial)

Signature of Parent/Guardian

Date

Signature of Primary Resident/Owner

Date