

# AFFIDAVIT OF RESIDENCE

I, (PARENT/GUARDIAN): \_\_\_\_\_, of the minor child/children named below, attest that I and said minor child/children reside with

(RESIDENT): \_\_\_\_\_ at (STREET): \_\_\_\_\_

(CITY): \_\_\_\_\_, TEXAS, (ZIP CODE): \_\_\_\_\_ (PHONE:): \_\_\_\_\_.

My previous address: (STREET): \_\_\_\_\_, (CITY): \_\_\_\_\_.

I, (RESIDENT): \_\_\_\_\_, attest that the person named above and the person's minor child/children listed below reside with me at my residence listed above.

STUDENT 1 NAME: \_\_\_\_\_

SSN: \_\_\_\_\_

DOB: \_\_\_\_\_

GRADE: \_\_\_\_\_

STUDENT 2 NAME: \_\_\_\_\_

SSN: \_\_\_\_\_

DOB: \_\_\_\_\_

GRADE: \_\_\_\_\_

We hereby attest and affirm that the information contained in this AFFIDAVIT OF RESIDENCE is accurate and true. We understand that we are required to immediately notify the Campus Principal of any change to the provisions of this AFFIDAVIT OF RESIDENCE, and that failure to do so in a timely manner may result in immediate withdrawal of the child from school. **This AFFIDAVIT OF RESIDENCE is valid for the current school year only and must be renewed annually for subsequent years.**

We understand that this AFFIDAVIT OF RESIDENCE is a Northside ISD record and that, according to Section 25.002, Texas Education Code, "...presenting a false document or false record while enrolling a child is an offense under Section 37.10, Penal Code and subjects both the Parent and the Resident to liability for tuition under Section 25.001(h), Texas Education Code".

\_\_\_\_\_  
Signature of Resident

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

STATE OF: \_\_\_\_\_

COUNTY OF: \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC IN AND FOR

\_\_\_\_\_  
County, Texas

(SEAL)

xc: Campus Principal  
Pupil Personnel

Revised 5/16/2008

## AFFIDAVIT OF RESIDENCE PROCEDURE

Northside requires evidence that a student resides in the district before the student can be enrolled. Acceptable documents for verifying residency include a current utility bill, or a sales, lease, or rental contract.

There are, however, occasions where a family is living with another family or for some other reason cannot meet district requirements for proof of residency – no current utility receipt or sales, lease or rental contract in their name. Even so, the family may be legitimately residing in Northside and the district is obligated to enroll the family's child.

In situations where families cannot show proof of residency, the family may enroll the child by completing a notarized AFFIDAVIT OF RESIDENCE. An AFFIDAVIT OF RESIDENCE requires both the parent/guardian of the child and the resident to appear before the school principal (or designee), present photo ID's, a copy of the resident's proof of residency as evidenced by a current utility bill (current or prior month), and a notarized AFFIDAVIT OF RESIDENCE that attests that the family of the child is residing with the resident. Further, an AFFIDAVIT OF RESIDENCE notifies both the parent/legal guardian and the resident that falsification of the information contained within the AFFIDAVIT OF RESIDENCE subjects the child to immediate withdrawal and subjects both the parent/guardian and the resident to liability for tuition.

### WHAT TO DO:

1. When wishing to enroll a child, the parent/guardian of the child and the resident shall meet with and submit to the principal or designee an AFFIDAVIT OF RESIDENCE that has been completed by both parties and notarized. If the school does not have notary service available on campus, the document can be notarized at any number of commercial locations, such as banks or stores. Although the district normally requires immediate proof of residence, the parent/guardian and resident may have up to three school days from the time of enrollment to prepare, notarize, and submit the Affidavit. At the meeting with the Principal or designee the parent/guardian and resident will be required to provide the following documents:
  - a. A picture ID
  - b. Resident's proof of residence (current utility receipt or sales, lease, or rental contract)
  - c. Notarized Affidavit of Residence
2. The principal or designee shall inform the parent/legal guardian and resident of the provisions applicable to admissions as outlined in the AFFIDAVIT OF RESIDENCE, specifically that the persons subject themselves to prosecution if the information is falsified. The principal shall inform the persons that, at some point, an Attendance Officer may conduct a residency investigation to verify the accuracy of the information contained in the Affidavit.
3. The principal or designee shall make a copy of the picture ID's, proof of residence document of the resident, and the AFFIDAVIT. The original AFFIDAVIT shall be placed in the student's PRC. A copy shall be forwarded to Pupil Personnel.
4. The Principal or designee shall inform the parent/legal guardian that the AFFIDAVIT OF RESIDENCE is valid for the current school year only.

If a situation arises where the families involved are unable to provide the required documentation, the families may meet criteria for referral to CONNECTIONS.