



MONROE CITY SCHOOL DISTRICT VERIFICATION OF RESIDENCE

I, _____ hereby attest to the fact that

Parent/ Legal Guardian

Student Birthdate Grade

Student Birthdate Grade

Student Birthdate Grade

Student Birthdate Grade

_____ is legally domiciled with me.

I, _____,
Person Guardian and Student Resides With _____ (Relationship to Parent/Guardian)
(Name of Parent does NOT go in this blank)

reside at _____
Address

Previous address of student's legal guardian: _____

School attended last year: _____

****I declare under penalty of perjury, that by signing this form and having it notarized that the above named child(ren) reside and are domiciled at the address listed for me along with the parent/guardian. I am also aware that I must notify the Monroe City School Board Officials within twenty-four (24) hours of a change in the child(ren)'s address or if this family moves from the above noted domicile.**

Signature of Co-Resident Signature of Parent/Guardian

Telephone(s) Telephone(s)

Parent/Guardian will be contacted at the numbers listed above for enrollment.

Signature of Notary _____ Date _____

My commission expires _____

School students will be attending : _____

REQUIRED DOCUMENTS Lease Birth Certificate Current Utility Parent/Guardian ID
(Circle when attached)

Date Verified: _____ Verified by: _____

MONROE CITY SCHOOL SYSTEM
Address Verification Instructions.

1. **Parent/Guardian** signs Log at Media Center. (Complete on first visit)
2. **Parent/Guardian** provides identification and **birth certificate OR Court Document** verifying guardianship of potential students
3. **Parent/Guardian** completes **Address Verification Form** in front of **NOTARY** with the person they are living with.
4. **Notary** Signs Address Verification and applies **seal**.
5. **Parent/Guardian** returns the completed form to this office **with TWO (2) or more current UTILITY bills AND a copy of the lease, mortgage statement, or tax document of the residence** . Lease and Utilities may be in the name of the person they are living with. Bills **CANNOT** be cutoff notices or cell phone statements. School will allow fifteen (15) days for lease to be revised to include family names on verification.
6. **Parent/Guardian** provides correspondence received at address verified if available.
7. **Truancy Officer** or **school district employee** will conduct home visits to determine the parent/guardian and child(ren) are living at the address listed on the notarized statement.
8. **Address Verification form** is confirmed and returned to Child Welfare.
9. **Child Welfare** will write letter to the zoned school confirming the student(s) address so enrollment process can proceed.
10. **Child Welfare** will contact the Parent/Guardian to enroll the student at zoned school with required enrollment documents.

STUDENTS with NOTARIZED GUARDIANSHIP and CONFIRMED RESIDENCE MAY be enrolled dependent on further documentation being provided within FIFTEEN (15) days. Failure to comply with these terms will result in the student being dropped from the Monroe City School System.

ADDRESS VERIFICATION IS FOR CURRENT SCHOOL YEAR ONLY

Revised August 11, 2015