

1017 – Shared Residency Verification Procedures

In the event that a student resides with his/her parent(s)/guardian(s) in the home of another person, the following information must be provided to the authorized charter school at registration. All three items must be provided.

These requirements do not apply to students experiencing homelessness. Please contact the school to see if your student qualifies as homeless.

1. Affidavit of Shared Residency

Signed by the student's parent(s)/guardian(s) and the homeowner

2. Homeowner Proof of Residency

The homeowner of the home in which the student resides must accompany the parent/guardian to registration and provide at least two (2) of the items listed below bearing the address at which the student will be residing

- Driver's license or other state/government-issued ID
- Most recent power, water, or gas bill
- Mortgage statement or deed
- Signed lease or rental agreement
- Real Estate tax receipt
- Other documentation deemed appropriate by the Commission in the event that two of the items listed above cannot be provided

3. Parent/Guardian Proof of Residency

The parent/guardian must provide at least two of the items listed below bearing the address at which the student will be residing:

- Driver's license or other state/government-issued ID
- Car registration
- Voter registration
- Payroll stub
- Three significant pieces of mail
- Government assistance communication
- Other documentation deemed appropriate by the Commission in the event that two (2) of the items listed above cannot be provided



Tennessee Public Charter School Commission 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. 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 the Commission school. This affidavit must be re-submitted to the school annually. Note: These requirements do not apply to students experiencing homelessness.

TO BE COMPLETED BY PARENT(S) / GUARDIAN(S):

Student Name (Last, First): _____

Sex: ____ Date of Birth: ____/____/____ Grade: ____

Parent(s) Name (Last, First): _____

Address: _____

Telephone: _____

This living arrangement is: ☐ Temporary until ____/____/____ ☐ Permanent

I, _____, declare/affirm that the above is my only residence. I agree to notify the school if there is any change in the status of my residence. I understand that home visitation and/or residency verification may be part of the process to establish residency with an Affidavit of Shared Residence.

Signature of Parent/Legal Court Appointed Guardian: _____

TN Driver's License/ID Card Number: _____ Date: _____



TO BE COMPLETED BY LEASE HOLDER/HOMEOWNER:

I, _____, declare/certify that I am the primary resident/owner at the address above and that the mentioned adult and student(s) reside with me on a full time basis (seven days a week, year round.) I agree to notify the school if there is any change in the status of residence of the parent/guardian(s) listed. I understand that home visitation and/or residency verification may be part of the process to establish residency with an Affidavit of Shared Residence. I further agree to provide two current proofs of residence to the Commission School District.

Signature of Primary Resident/Owner(s): _____

TN Driver's License/ID Card Number: _____ Date: _____

TO BE COMPLETED BY A TENNESSEE NOTARY PUBLIC:

State of Tennessee, County of _____

Subscribed and sworn to (or affirmed) before me this ____ day of _____, 20__

By

(Name(s) if Signer(s))

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed within the 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.

(Place Notary Seal Below)

Notary Public Signature: _____