



NOTARIZED AFFIDAVIT OF RESIDENCE FORM
DOE Rule 160-5-1-.28
DeKalb Board of Education Policies AD and JBC

I. Instructions for Completing Affidavit of Residence

This form is to be completed for a student attending a school within the DeKalb County School District who resides with his or her parent(s) or legal guardian(s), but whose residence is located in the home of another adult living within the boundaries of the DeKalb County School District. The Affidavit of Residence is valid for the current school year only, as long as the student and the student's parent(s) or legal guardian(s) continue to reside at the address listed on the affidavit during that school year. The affidavit must be submitted annually before the start of each school year or upon moving into the attendance area of the new school.

Parent(s) or legal guardian(s) must submit the Affidavit of Residence and all required documents (listed below) to the school within the 30 days of the date that the Notary Public certifies the Affidavit of Residence.

II. Procedures to Verify Co-Residence (Four Steps)

Prior to Coming to the School:

1. Parent(s)/legal guardian(s) obtains a copy or prints the five-page affidavit form (this document); and
2. Parent(s)/legal guardian(s) must complete pages two-three (2-3) of the affidavit form (this document) in the presence of a Notary Public and have the Notary Public certify the document.

Parent/Legal Guardian and Owner/Lessee Come to School Together:

3. Owner/lessee completes page four (4) in the presence of a school official; and
4. The parent(s)/legal guardian(s) and the owner/lessee **must both be present** to submit the required documents (listed in Section IV below) to the school (**no exceptions will be made**).

III. Reminders

1. If the parent(s)/legal guardian(s) and student move from the attendance area of the school in which the student is enrolled, the Affidavit of Residence is null and void.
2. If the parent(s)/legal guardian(s) would like the student to continue attending a school, parent(s)/legal guardian(s) must follow the same procedures and re-submit the Affidavit of Residence and all required documents each year.

IV. Required Documents for Proof of Residence

Parent(s)/Legal guardian(s): (1) Completed Affidavit of Residence (pages 2-3) that is certified by a notary public before coming to school; (2) photo ID; and (3) piece of official business mail addressed to the parent(s) / legal guardian(s) at the address listed on Affidavit of Residence. **All three** of these items are **required**.

Owner/Lessee: (1) Page 4 of the Affidavit of Residence (completed in the presence of a school official— please wait to fill out until the visit to the school); (2) photo ID; (3) apartment/house lease or mortgage deed and (4) current utility bill (must be gas, electric, or water) in the name of the owner/lessee. **All four** of these items are **required**.

Pages Two and Three of the Affidavit of Residence must be completed by the student's parent(s) or legal guardian(s) and witnessed by a notary public before coming to the school.

Affidavit of Parent(s) or Legal Guardian(s)

I, _____, of lawful age, being first duly sworn under oath state that:
Print Full Name

1. I presently and permanently reside at _____

which is my legal residence located in DeKalb County, Georgia but outside the city limits of Atlanta or Decatur.

2. I am the parent or legal guardian of _____,
Print Student's Full Name
_____, _____,
Print Student's Full Name Print Student's Full Name
_____, _____,
Print Student's Full Name Print Student's Full Name

who reside(s) with me at the address listed in paragraph 1 above.

3. My child(ren) and I began residing at the address listed above on _____ / _____ / _____.
Month Day Year

4. The name and last known address of the student's parent(s) or legal guardian(s):
Parent(s) or Legal Guardian(s) Name _____
Address _____

Affirmations:

- 1. I attest that this request to attend _____ is not primarily intended to allow the student to attend a particular school that he or she would not otherwise be able to attend because it is outside of his or her designated attendance area, nor is this affidavit being completed for the purpose of participating in athletics at a particular school, to utilize special services or programs offered at a particular school, or any other similar reason.
- 2. I further attest that the student(s) named above is (are) not currently under a long-term suspension or expulsion from his/her/(their) most recent school nor is he/she/(their) currently subject to a recommendation for long-term suspension or expulsion from his/her most recent school.
- 3. I understand that if any of the information provided on this affidavit is changed for any reason, it is my responsibility to immediately notify the school system.

4. I also understand that the DeKalb County School District Superintendent or designee may verify the facts contained in this affidavit and conduct an audit on a case-by-case basis after the student has enrolled in a public school with the DeKalb County School District. The audit may include a personal visit to the student's home at the residence listed in this affidavit by a school district attendance officer or other employee of the District to verify the facts sworn to in this affidavit.

NOTICE OF PENALTIES AND CRIMINAL LIABILITY

I, _____ understand that if I provide false information or defraud the DeKalb County School District on this Affidavit of Residence, I will be required to pay for the costs incurred by the District for the period that the ineligible student is enrolled, as set forth in O.C.G.A. § 20-2-133.

If the costs incurred by the DeKalb County School District are collected by an attorney, I may be obligated to pay for all expenses and attorneys' fees incurred by the Board of Education in the collection of same.

I may be prosecuted, held criminally liable and imprisoned for not less than one nor more than ten years if I am found guilty or forgery in the first degree, pursuant to O.C.G.A. § 16-9-1.

I may be prosecuted, held criminally liable, and imprisoned for not less than one nor more than five years if I am found guilty of forgery in the second degree, pursuant to O.C.G.A. § 16-9-2.

I may be prosecuted, held criminally liable, and punished by a fine of not more than \$1,000.00 or by imprisonment for not less than one nor more than five years, or both, if I am found guilty of making false statements pursuant to O.C.G.A. § 16-10-20.

I may be prosecuted, held criminally liable and punished by a fine of not more than \$1,000.00 or by imprisonment for not less than one nor more than five years, or both if I am found guilty of false swearing pursuant to O.C.G.A. § 16-10-71.

By executing this affidavit, I solemnly swear or affirm under the penalties listed above that the contents of this affidavit are true and accurate.

Signature of Parent / Legal guardian

Date

Section for Notary Public

**SWORN TO (OR AFFIRMED) AND SUBSCRIBED
BEFORE ME ON THIS**

_____ day of _____, 20____,

Notary Public

[Notary Seal]

My Commission Expires:

This page (page 4) is to be completed by the owner/lessee in the presence of a school district official. Please DO NOT fill out this page until you arrive at the school.

Sworn Statement of Owner/Lessee

I, _____, of lawful age, certify that I am the (circle one) owner /lessee of the premises identified in paragraph 1 on page 2 of the Affidavit of Residence, and that the above named parent(s)/ legal guardian(s) and student(s) permanently reside at the address identified in paragraph 1 on page 2 of the Affidavit of Residence.

NOTICE OF PENALTIES AND LIABILITY

I, _____ understand that I may be subject to the following criminal liability for engaging the following conduct.

I may be prosecuted, held criminally liable and imprisoned for not less than one nor more than ten years if I am found guilty or forgery in the first degree, pursuant to O.C.G.A. § 16-9-1.

I may be prosecuted, held criminally liable, and imprisoned for not less than one nor more than five years if I am found guilty of forgery in the second degree, pursuant to O.C.G.A. § 16-9-2.

I may be prosecuted, held criminally liable, and punished by a fine of not more than \$1,000.00 or by imprisonment for not less than one nor more than five years, or both, if I am found guilty of making false statements pursuant to O.C.G.A. § 16-10-20.

I may be prosecuted, held criminally liable and punished by a fine of not more than \$1,000.00 or by imprisonment for not less than one nor more than five years, or both if I am found guilty of false swearing pursuant to O.C.G.A. § 16-10-71.

By executing this statement, I solemnly swear or affirm under the criminal penalties listed above that the contents of this statement are true and accurate.

Signature _____
To be signed in the presence of a school official

Date: _____

Owner /Lessee Name _____
Print Full Name

Address _____

For School Use

Any person making application to enroll a student using an affidavit must provide the following documents as proof of residency (please initial that you have viewed or received documents, as required):

Parent/Guardian:

_____ 1. Copy of business letter from the parent’s or legal guardian’s place of employment or other official business letter addressed to the parent(s) or legal guardian(s) at the address listed on the affidavit.

_____ 2. Copy of picture ID for the parent or legal guardian requesting to enroll a child.

Owner/Lessee:

_____ 3. Current utility bill in the name of the owner or lessee (gas, electric, or water)

_____ 4. Copy of the current lease or mortgage deed

_____ 5. Copies of picture ID for the owner /lessee

_____ 6. Observed owner/lessee fill out pages 3 in front of registrar.

School Official (print): _____ Date _____

Name of School: _____ School Year: _____

Students on Affidavit

	Name	Pupil Number
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____