

***ALL Enrolling Adults must provide proof of residency each school year to register their children to attend ACS. You are being asked to complete the **Residency Affidavit** because your lease is month to month, or one of the two required proofs of residency are not in your name. **Your student's enrollment is not complete until your residency is completely documented.*****

### **INSTRUCTIONS FOR COMPLETING THE RESIDENCY AFFIDAVIT**

- **PRINT CLEARLY AND LEGIBLY** - We must be able to read your entries. Make sure that you PRINT CLEARLY and LEGIBLY.
- **ALL QUESTIONS** - Answer all questions on page 1 that are applicable to your situation.
- **ENROLLING STUDENTS** - Enter the name and information for each child you are enrolling in ACS.
- **CURRENT ADDRESS** - It is the expectation of ACS that our students reside full time in the city limits of Auburn with the Enrolling Adult.
- **ENROLLING ADULT** - Print name, you must be the LEGAL Custodian per ACS Custodial policy. Custodial/Visitation documents must be provided if not already on file with school. See ***ACS Parent and Student Handbook*** for Custodial requirements.
- **PHONE NUMBER** - A phone number is required. If you don't have one, a friend or relative's contact phone number should be given.
- **EMAIL ADDRESS** - This email address will be used to notify you of the status of your affidavit or request required documentation.
- **PROPERTY OWNER/LESSEE'S NAME** - This is the person who owns the home or holds the lease for the residence.
- **BOTTOM CHART** - Please list the names of students who reside in the home and attend ACS schools and ARE NOT YOURS.
- **PAGE 2** – Explains the ACS Residency Policy. Please read it carefully and familiarize yourself with Home Visit Residency Checks.
- **PROOF OF RESIDENCY DOCUMENTS REQUIRED** –
  - Official lease signed by the lessor and lessee, dated and current, and containing NO mark-throughs/write-overs, etc. Please provide the pages of the lease which show the property address, start and end date of lease, names of occupants, and the signature page. Other pages are not needed.
  - Email submissions - It is preferred proof of residency documents be submitted as **attachments to an email**. Screenshots may not be accepted. Email proofs of residency to [salunsford@auburnschools.org](mailto:salunsford@auburnschools.org). Include the Enrolling Adult's name in the subject line.
- **SIGNATURE** - Please sign your residency affidavit in the presence of an ACS Residency Office notary ONLY.
- **HOMEOWNER'S SIGNATURE** - The homeowner's signature will be required if the homeowner lives with the Enrolling Adult.
- **SUBMISSION** - Submit your affidavit and proof of residency documents at ACS Central Office located at 855 East Samford Avenue.
- **APPROVAL** - Approval is contingent on ALL documents being received and acceptable.
- **CONTINUE WITH ONLINE REGISTRATION** – If you have not completed your student's online registration, please remember to complete it. You will not be required to upload your residency documents as the affidavit serves as proof of residency.

# Auburn City Schools Affidavit of Residence 2025-2026

Office use Only - Submission Date: \_\_\_\_\_

Office use Only - Affidavit Completion Date: \_\_\_\_\_

**ENROLLMENT IS NOT COMPLETE UNTIL THE PENDING DOCUMENTS CHECKED BELOW HAVE BEEN RECEIVED**

Secondary Proofs : \_\_\_\_ Proof 1 \_\_\_\_ Proof 2 Due by: \_\_\_\_/\_\_\_\_/\_\_\_\_

Renewed Lease \_\_\_\_ Due by: \_\_\_\_/\_\_\_\_/\_\_\_\_

Next Extended Stay Hotel Receipt \_\_\_\_ Due by: \_\_\_\_/\_\_\_\_/\_\_\_\_

*Provide ALL the information requested for each line below as applicable to your situation*

Student's Name:  <b>LAST</b> <small>PRINT LEGIBLY</small>	Student's Name  <b>FIRST</b>	Male/ Female	Age	Birthdate	Current ACS Student Yes/No	Prior/Current School enrolled in and location	Grade enrolled in	ACS School to Attend in <b>2025-2026</b>	Grade to Attend in <b>2025-2026</b>
1.									
2.									
3.									
4.									
5.									

**PRINT Current Address:** \_\_\_\_\_ **Date Moved to this address:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**PRINT Name of the Enrolling Adult:** \_\_\_\_\_

I am the children's: ☐ Custodial Mother\* ☐ Custodial Father\* ☐ Other Adjudicated Custodian (explain)

**Do BOTH of the BIOLOGICAL parents of the student(s) listed above currently live together at the same address?** \_\_\_\_yes \_\_\_\_ no

→ If you answered "NO" to the above indicate the legal or adjudicated custody assignment for the enrolling parent/adult:

\_\_\_\_sole custody\* \_\_\_\_ joint physical custody\* \_\_\_\_ primary physical custody\* \_\_\_\_ guardianship

\*Are there custodial/visitation documents related to the students listed above? \_\_\_\_yes \_\_\_\_ no

\*Are those custodial/visitation documents on file with the ACS school office the child has or will attend? \_\_\_\_yes \_\_\_\_ no

*\*Adjudicated Custody and Exchange schedule documentation must meet ACS custodial visitation schedule requirements and must be presented to the school office at registration prior to registration being complete.*

*See ACS Parent and Student Handbook/Custody on the ACS website [www.auburnschools.org](http://www.auburnschools.org)*

Email address: \_\_\_\_\_ Cell/Phone Number: \_\_\_\_\_

Property Owner/Lessee's Name: \_\_\_\_\_ Relationship to me: \_\_\_\_\_

Property Owner/Lessee's Phone Number: \_\_\_\_\_

This address is: ☐ Temporary (duration until \_\_\_\_/\_\_\_\_/\_\_\_\_) **OR** ☐ Permanent

If temporary, submit address of future home in Auburn: \_\_\_\_\_

Do you have a temporary living arrangement in an extended stay hotel within the City of Auburn? \_\_\_\_\_

*Prepaid weekly receipts will be required prior to enrollment and each week thereafter.*

Is your current living arrangement due to (check as applies) ☐ an unexpected loss of housing; ☐ economic hardship;

☐ pending occupancy of a home under contractual agreement; ☐ a job change/transfer; ☐ planned family relocation.

My last address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

List children living in the home that attend Auburn City Schools **that are not yours.**

1.	4.
2.	5.
3.	6.

### **WHEN IS A RESIDENCY AFFIDAVIT REQUIRED?**

A Residency Affidavit must be completed at the ACS Board of Education Office with the Residency Office if the Enrolling Adult:

- cannot provide both proofs of residency in their name for any reason
- has a lease which is month to month
- is living in an extended hotel or temporary location

### **What is required Proof of Residency documentation for your Residency Affidavit?**

The Enrolling Adult must provide the following **PRIMARY AND SECONDARY** documentation with their affidavit. The affidavit will not be accepted without the primary documentation. Email proofs of residency to [salunsford@auburnschools.org](mailto:salunsford@auburnschools.org). Include the Enrolling Adult's name in the subject line.

#### **PRIMARY**

##### Home Ownership -

The Property Owner or Enrolling Adult will be required to submit ONE of the combinations below:

- Current year Lee County property tax receipt **AND** current month's utility billing (power, water, or gas)
- Recorded Filed Warranty Deed with physical address noted **AND** current month's utility billing (power, water, or gas)
- New home purchase - Warranty Deed **AND** Real Estate Verification Settlement Statement (found in closing package) **AND** current month's utility billing/statement of service (power, water, or gas)
- Mortgage billing statement (itemized, detailed and identifiable) **AND** current month's utility billing/statement of service (power, water, or gas)

##### Rental Property -

The Lessee or Enrolling Adult will be required to submit:

- Current lease/rental agreement \* **AND** current month's utility billing or statement of service (power, water, or gas)
- \*If lease expires during the school year, the renewed lease must be provided at the time of expiration**

##### Extended Stay Hotel or another temporary rental

The Enrolling Adult will be required to submit:

- The lease agreement/receipt for no less than one week. Receipts must be provided and kept current thru the life of the student's enrollment.

##### Mobile Home -

The Property Owner or Lessee or Enrolling Adult will be required to submit:

- The rental or ownership document \* **AND** lot lease/owner statement \* **AND** Current month's utility billing

#### **SECONDARY\*\***

**The Enrolling Adult must submit two (2) proofs of residency in their name with the residence's address.** These proofs should establish a business connection between the Enrolling Adult and the residence; for example: billing statements or statements of account, correspondence from a state or federal agency, unexpired driver's license, car tag receipt, or other approved documents as determined by the Residency Office. *A waiver of (4) weeks may be given to new residents for the secondary proofs to be submitted.*

**\*\* These are in ADDITION to the PRIMARY proofs and should be no more than 60 days old.**

### **READ EACH ITEM BELOW.....As the Enrolling Adult, I understand and affirm my awareness of the following:**

- This is my **sole residence** secured for establishing a place of personal residence.
- The Enrolling Adult and the property owner/lessor of the residence address above authorize the ACS designee to verify the information contained herein. **If the property owner lives in the home, their signature is required on this document.**
- **An unannounced home visit for the purposes of verifying residency will follow enrollment.** A successful residency verification is a requirement in the residency confirmation process and may be conducted by ACS staff, uniformed police officers or an ACS designated agent(s). Verification visits are usually made early in the morning prior to students going to school. Failure to find the Enrolling Adult and student(s) at the address given and/or the inability to verify their residency/occupancy will establish an unsuccessful residency verification and the student(s) may result in the student(s) termination from ACS.
- **Any student discovered to be enrolled under false information provided on this affidavit will be immediately withdrawn and their enrollment terminated.**
- A person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation; and/or knowingly uses or provides for use any false writing or document, shall be subject to conviction, punishment or imprisonment as allowed by criminal statute. False information may also result in the loss of a student's athletic eligibility for one calendar year.
- The student(s) listed on this affidavit transferring into ACS from another system **are not currently under** a long-term suspension or expulsion nor are they subject to a pending disciplinary recommendation for a suspension or expulsion from their recent school of attendance.
- Within five (5) school days of establishing my own residence or moving to another address, I will **provide the new residency information** to ACS Board of Education Residency Office. Failure to do so may affect your student's enrollment with ACS.

**Signature(s) required below**

**I ATTEST TO MY UNDERSTANDING OF THE ABOVE AND TO THE ACCURACY AND TRUTHFULNESS OF THE INFORMATION I HAVE PROVIDED. I UNDERSTAND AND ASSUME THE RESPONSIBILITIES ACQUIRED BY ME THROUGH THE ENROLLMENT OF MY CHILD(REN) UNDER THIS RESIDENCY AFFIDAVIT.**

**Only Sign in the presence of an Auburn City Schools Residency Office Notary**

Enrolling Adult Signature \_\_\_\_\_ Date \_\_\_\_\_

Property Owner/Landlord Signature\* \_\_\_\_\_ Date \_\_\_\_\_

*\*Required if the homeowner/lessee lives in the home with the Enrolling Adult*

**Signature To be notarized by Bd of Education Office Notary**

Sworn to (or affirmed) and Subscribed Before Me on this \_\_\_\_\_ Day of \_\_\_\_\_, 202

\_\_\_\_\_  
My Commission Expires \_\_\_\_\_

Notary Signature

(Notary Seal)

**FOR SYSTEM USE**

Received/Reviewed by \_\_\_\_\_ Document pending  
and date due

**PRIMARY DOCUMENTATION** Proofs of residency may be emailed to [salunsford@auburnschools.org](mailto:salunsford@auburnschools.org).  
Include the Enrolling Adult's name in the subject line. **\*An affidavit will not be accepted by this office without the PRIMARY documentation.**

\_\_\_\_\_\*Copy of resident lease, warranty deed and real estate sales verification form,  
detailed mortgage statement or property tax receipt in homeowner's name \_\_\_\_\_

LEASE STARTS \_\_\_\_/\_\_\_\_/\_\_\_\_ LEASE EXPIRES \_\_\_\_/\_\_\_\_/\_\_\_\_ ☐ MONTH TO MONTH

\_\_\_\_\_\*Copy of most current utility billing for the residence \_\_\_\_\_  
(water, gas, power, cable; must show date & service address in addition to  
customer name)

\_\_\_\_\_\*Mobile Home/Park Documentation \_\_\_\_\_

\_\_\_\_\_\*Receipt for temporary living hotel (Advance Receipt for a minimum of 1 week  
will be due for each day of stay for school attendance). Daily receipts WILL NOT be accepted. \_\_\_\_\_

**SECONDARY DOCUMENTATION (THESE DOCUMENTS ARE IN ADDITION TO ABOVE)**

**A waiver of (4) weeks may be given to new residents for the secondary proofs to be submitted.**

\_\_\_\_\_  
Copy of Parent Proof # 1 of 2 \_\_\_\_\_

\_\_\_\_\_  
Copy of Parent Proof # 2 of 2 \_\_\_\_\_

**SPECIAL NOTES:**