**Proof of Residency**

**Proof of residence is required when a student initially enrolls in a Henry County school, whenever a change of residence occurs, or any time authorized school district personnel request proof of residency.**

1. **The principal or designee shall accept the following records as proof of residency:**

              a. **A** **lease or rental agreement** consisting of written evidence that the agreement is valid and current, and a **current utility (to include electric, gas, water, cable, or sanitation) bill or letter of service** from said company (utility bill must be separate from rental agreement). The utility bill or letter of service must be dated within the last **60 days**.

               Rental agreements must identify the parent as the tenant of record fiscally responsible for the residence listed in the agreement.  Parents listed as mere occupants of a stated residence are not considered tenants of the property for the purposes of enrollment.

               All records must include the name and street address of the parent and service addresses must be plainly visible on the utility bill or letter of service provided as proof;

**OR**

               b. A current **residential property tax statement**, **settlement statement**, or **closing disclosure**, and a **current utility (to include electric, gas, water, cable, or sanitation) bill or letter of service** from said company.  The utility bill or letter of service must be dated within the last **60 days**.

                 Parents not listed in ownership documents who are willing to provide evidence of their legal relationship to the property owner may submit legal documents for consideration as an authorized representative of the titleholder.  All records must include the name and street address of the parent and service addresses must be plainly visible on the utility bill or letter of service provided as proof;

**OR**

               c. A Henry County Schools **Affidavit of Residency**. A parent who resides full time in Henry County but is unable to provide the consistent records listed above may complete a Henry County Schools Affidavit of Residency.

                The affidavit shall be completed in the presence of school system personnel and be sworn to and signed by the parent in the presence of a notary public.  In addition, the legal owner or authorized tenant of the property where the student and parent reside may complete and sign the affidavit with school system personnel and provide the documentation required as proof of residence as noted in sections (a) and (b) above.

                The legal owner or authorized tenant of the property may also complete the affidavit and acquire notarization at another location, but it is the parent’s responsibility to deliver the original paperwork and the required proof of residence as noted in sections (a) and (b) above to school system personnel along with their documentation.

                The affidavit will be in effect until the parent provides the required proof of residence, the student completes all grades of the school, or the parent and child moves to another address for which an affidavit must be completed.