

TENNESSEE PUBLIC CHARTER SCHOOL COMMISSION	
Shared Residency Verification Procedures	1017

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 (3) items MUST be provided):

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 (2) of the items listed above cannot be provided

3. Parent/Guardian Proof of Residency

- The parent/guardian must 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
 - Car Registration
 - Voter Registration
 - Payroll Stub
 - Three (3) 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.

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

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Affidavit of Shared Residency

This form is completed when 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 and return to their local school district. **This affidavit must be re-submitted to the school annually.** NOTE: These requirements do not apply to students experiencing homelessness.

STUDENT INFORMATION: <i>(list additional students on a separate sheet)</i>		
Student 1	Name (Last, First): _____ Female: <input type="checkbox"/> Male: <input type="checkbox"/> DOB: ___/___/___ Grade: PreK <input type="checkbox"/> K <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/>	
Student 2	Name (Last, First): _____ Female: <input type="checkbox"/> Male: <input type="checkbox"/> DOB: ___/___/___ Grade: PreK <input type="checkbox"/> K <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/>	
TO BE COMPLETED BY THE PARENT/GUARDIAN:		
Name (Last, First): _____ Address: _____ Phone (cell/home): _____ Phone (work): _____ The living arrangement is: <input type="checkbox"/> Temporary until ___/___/___ <input type="checkbox"/> Permanent		
<i>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.</i>		
_____ <i>(Parent/Legal Guardian Signature)</i>	_____ <i>(Date)</i>	_____ <i>(TN ID/Driver's License #)</i>
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 _____ <small style="text-align: center;">(Name(s) of Signer(s))</small> <i>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.</i>	<i>Place Notary Seal here</i>	

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	_____ <i>(Notary Public Signature)</i>
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TO BE COMPLETED BY THE 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 my residence to the Commission School District.

(Owner, Lease Holder Signature) *(Date)* *(TN ID/Driver's License #)*

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 _____ <small style="margin-left: 100px;"><i>(Name(s) of Signer(s))</i></small> 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 here _____ <i>(Notary Public Signature)</i>
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