



**RESIDENCY AFFIDAVIT**  
 (Valid for current year only)

SY \_\_\_\_\_  
 Must be completed annually

**SECTION 1 - RESIDENCY INFORMATION (Completed by legal guardian)**

I/We \_\_\_\_\_ *Name of Parent (s)/Guardian* hereby attest that I/we currently  
 reside at \_\_\_\_\_ *Address* \_\_\_\_\_ *Zip Code* \_\_\_\_\_ *Telephone Number* \_\_\_\_\_,  
 with \_\_\_\_\_ *Resident's/Homeowner's Name* in the Kenosha Unified School District since \_\_\_\_\_ *Date* \_\_\_\_\_.

**SECTION 2 - CHILDREN'S INFORMATION (Completed by legal guardian)**

*I/We attest that the children listed below live at the address provided above, and that I/we have no other residence.*

<i>Name of School Aged Children (Last, First)</i>	<i>Date of Birth</i>	<i>Current Grade Level</i>	<i>Boundary School</i>	<i>Current School</i>

**SECTION 3 - HOMEOWNER OR TENANT VERIFICATION (Completed by legal owner/lessee (not guardian))**

I, \_\_\_\_\_ *Homeowner or Tenant of Residence* hereby attest that I am the legal owner or lessee of the property located  
 at \_\_\_\_\_ *Address*. I further attest that \_\_\_\_\_ *Name of Parent(s)/Guardian(s)*  
 and the above mentioned child(ren) is/are residing at the aforementioned address.

**I declare under penalty of perjury that the aforementioned information is true and correct.**

\_\_\_\_\_ *Homeowner's or Legal Tenant's Signature (not guardian)*      \_\_\_\_\_ *Phone Number*      \_\_\_\_\_ *Date*



## RESIDENCY AFFIDAVIT

### *Instructions*

The Kenosha Unified School District requires that all parents/guardians enrolling children in the school district provide proof of residency. Approved forms of proof of residency include one of the following (NO exceptions):

- **CURRENT WE Energies Bill**
- **CURRENT Title/Mortgage Statement**
- **CURRENT Lease Agreement**

When parents/guardians cannot provide proof of residency, the only other option we have available to families is our Residency Affidavit. This form must be completed and then signed in front of a Notary Public making it a legally binding document. It is critical that families read the document before signing as there are penalties for falsely completing a Residency Affidavit form.

**NOTE: Current driver's license/state ID and/or current passport is REQUIRED to verify identity of parent/legal guardian when using affidavit.**

Should conditions exist where the affidavit is required, the following directions may help provide clarification as to its use. Please remember, all signatures MUST take place in the presence of the Notary Public. Notary Publics can be found at banks, post offices, and other government buildings. (Note: There may be a small fee for their use.)

#### **Section 1: Residency Information**

This section is to be completed by the parent or legal guardian. (proof of residency required)

#### **Section 2: Children's Information**

This section is to be completed by the parent or legal guardian. All children within the household who are school age must be listed.

#### **Section 3: Homeowner or Tenant Verification**

This section is to be completed by the person who is the legal homeowner or lessee of the property. He or she is required to be present at the school to verify identity and proof of residence (see above for acceptable documents for proof of residency). Do NOT sign until in the presence of the Notary Public. Principal or designee will verify proof of residence listed. (See above regarding acceptable documents)

#### **Section 4: Signature and notary acknowledgement certificate**

This section is to be completed by the parent/legal guardian AND the homeowner/tenant who signed in section 3. After completing this section, both parties are REQUIRED to sign at the end of this section in the presence of the Notary Public.

Once the Residency Affidavit form is signed by both parties AND notarized, the legal guardian of the child(ren) may present the valid affidavit to the school for enrollment.

Should you have any questions regarding the affidavit process or the registration of your child, please contact the main office of your child's school.