

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 documentation from both Category 1 & 2 (NO exceptions):

Category 1: One valid document, either paper or digital copy, which lists both the name of the parent/guardian AND CURRENT ADDRESS)

- Current Monthly Mortgage Statement or property deed
- Current Real Estate Tax Bill
- Signed & Dated Lease with Expiration Date
- Disclosure Statement or HUD – 1 form (New Home Purchase)

Category 2: Two valid documents, either paper or digital copies, again matching both the parent/guardian's name AND CURRENT ADDRESS. Acceptable items from OLR submission date and within the last **30 days**:

- Credit Card Bill (Visa, MC, AmEx, Discover)
- WE Energies Utility Bill
- Bank Statement
- Pay Stub

Acceptable items exempt from the 30-day rule but must be within the prior **12 months**

- Automobile Registration
- Current Home/Renters Insurance/ Auto Insurance Documents
- Notice of Decision (Wisconsin subsidy statement)
- W2 Form
- Driver's License

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.