



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

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

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

I/We \_\_\_\_\_ hereby attest that I/we currently  
*Name of Parent (s)/Guardian*

reside at \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
*Address Zip Code Telephone Number*

with \_\_\_\_\_ in the Kenosha Unified School District since \_\_\_\_\_.  
*Resident's/Homeowner's Name 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, \_\_\_\_\_ hereby attest that I am the legal owner or lessee of the property located  
*Homeowner or Tenant of Residence*

at \_\_\_\_\_, I further attest that \_\_\_\_\_  
*Address 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**

**SECTION 4 - SIGNATURE AND NOTARY ACKNOWLEDGEMENT CERTIFICATE**

This affidavit is made and executed for the purpose of authorizing school officials of the Kenosha Unified School District to accept the above child(ren) in the district free of tuition.

I understand that the information given in this affidavit will be used by the Kenosha Unified School District to determine whether the parent/guardian(s) and child(ren) living with \_\_\_\_\_  
*Name of Homeowner or Tenant* of the Kenosha Unified School District.

I further understand that only children who are residents of Kenosha Unified School District are entitled to attend the District's schools free of tuition. I also understand that tuition for a child attending Kenosha Unified School District will be equal to the open enrollment transfer amount set annually by the Wisconsin Department of Public Instruction. The amount for the 2023-2024 school year is **\$8618.00** and I will be responsible for the payment of tuition if my child is a non-resident.

I understand that an address verification visit may occur at any time. Should the school district learn that the address provided is not my legal residence, my child(ren) will be enrolled at his/her boundary school in accordance with school board policies.

I certify, under penalty of perjury, that the information provided on this affidavit is true and correct to the best of my knowledge, and the District will rely on this information to determine residency of the parent/guardian(s) and/or child(ren) living with the homeowner or legal tenant identified in section three of this affidavit who are residents of the Kenosha Unified School District.

**DO NOT SIGN BELOW UNTIL IN THE PRESENCE OF THE NOTARY PUBLIC**

\_\_\_\_\_  
*Printed Name of Parent/Guardian*

\_\_\_\_\_  
*Signature of Parent/Guardian*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Printed Name of Homeowner or Legal Tenant (same as section 3)*

\_\_\_\_\_  
*Signature of Homeowner/Legal Tenant (Section 3)*

\_\_\_\_\_  
*Date*

\*\*\*\*\*

Executed on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
*Printed Name of Notary*

\_\_\_\_\_  
*Signature of Notary*

\_\_\_\_\_  
*Notary Stamp Here*

My Commission Expires on \_\_\_\_\_.  
*Date*

OFFICIAL USE ONLY			
TASK	REVIEWED BY (KUSD STAFF)	KUSD TITLE	DATE
Section 3 - Verification of Identity and Proof of Residency			
Verification of Completed Affidavit			

## 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.