

23-24 Shared Residency Application Questions/ Required Documents Checklist

If you cannot provide proof of residence because you are living with someone else, you must complete the **Madison County Shared Residency Application inside the PowerSchool Enrollment Portal**, which must be approved by the MCSS Student Services Department before enrollment can be finalized. The Madison County Shared Residency Application, [can now be completed in the PowerSchool Enrollment Portal.](#)

- Shared Residency Applications must be resubmitted every year during open enrollment. Required documents may be uploaded directly to PowerSchool when convenient and then verified at the local school and/or district level.
- **Failure to provide all proper documentation by the published deadlines may result in a denial of approval and/or delay to the student starting school.**
- Please contact your local school office for assistance with Shared Residency Application questions.

NOTE: Registration of any student whose primary custodial parent is not a bona fide resident of Madison County Schools is a fraudulent act. By submitting this form, I certify that the information given to Madison County Schools is true and accurate and I agree to comply with the residency requirements for enrollment in Madison County Schools. I understand that providing false information is a violation of the laws of the State of Alabama. I understand all residencies in the Madison County School District are subject to periodic home visits. Any student found to be enrolled fraudulently must withdraw and enroll in his/her zoned school. The parent(s) may be subject to prosecution for falsifying documents. It is the custodial parent's responsibility to update Madison County Schools if there are any changes in residency or custody. Please include all required information. Failure to provide proper documentation could cause a denial or delay of approval. * **Note- MCSS does not accept power of attorney or guardianship.**

APPLICANT INFORMATION (PRIMARY CUSTODIAL PARENT)

- ☐ Custodial Parent Name: The first and last name of the person who has primary physical custody of the student.
- ☐ Custodial Parent Phone Number
- ☐ Custodial Parent Email

SHARED RESIDENCY ADDRESS INFORMATION:

- ☐ List all adults who live in the shared residence.
- ☐ Current Address (Shared Residence)
- ☐ Date you moved to the shared residence?
- ☐ How long have you lived at the shared residence?
- ☐ How long do you anticipate living at the shared residence address?
- ☐ Do you own or lease property in another school zone? If yes, please explain.
- ☐ Home visit information. List days and times that you and/or the homeowner may not be at the residence.
- ☐ Vehicle Information- Make, Model, Color, & Tag Number & State
- ☐ **FILE UPLOAD:** Must upload 1 of the following (Custodial Parent) : W2, Tax Return, or Current Pay Stub
- ☐ **FILE UPLOAD:** Photo Identification (Custodial Parent): DL/ State or Federal Issued Photo ID

PREVIOUS ADDRESS INFORMATION

- ☐ Previous Street Address, City, and State
- ☐ Did you own, lease, or other?

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- ☐ Is the property sold? lease expired?
- ☐ Date of Move
- ☐ **FILE UPLOAD:** Expired Lease/ Proof of Sale/ or Proof of Terminated Utilities

SPOUSE INFORMATION (IF APPLICABLE)

- ☐ Spouse First & Last Name
- ☐ Spouse Current Address
- ☐ Spouse Phone #
- ☐ Spouse Email

HOMEOWNER OR LEASEHOLDER INFORMATION-

- ☐ First and Last Names of Homeowner or Leaseholder
- ☐ Homeowner or Leaseholder Email
- ☐ Homeowner or Leaseholder Phone Number
- ☐ Student's Relationship to Homeowner or Leaseholder ?
- ☐ **FILE UPLOAD** Homeowner or Leaseholder Current Utility Bill
- ☐ **FILE UPLOAD** Additional Homeowner or Leaseholder Required Proof of Residency Documents- Homeowner or Leaseholder MUST provide any one of the following documents:
 - ☐ Mortgage OR
 - ☐ Deed or Lease OR
 - ☐ [Property Tax Document](#)
 - ☐ **FILE UPLOAD:** Homeowner or Leaseholder Identification (DL/ State or Federal Issued Photo ID)

STUDENT INFORMATION

- ☐ List all students living in the shared residence and their grade for the 23-24 school year. EXAMPLE: Sally Student- 1st Grade, Johnny Student- 7th Grade
- ☐ Previous School and/or District Attended
- ☐ Are you the primary custodial parent of the above named students?
- ☐ Is there a court order regarding custody? MCSS does not accept power of attorney or guardianship.
- ☐ Who has primary physical custody?
- ☐ Were the parents legally married?
- ☐ Were the parents legally separated and/or divorced?
- ☐ Are both biological parents listed on the birth certificate? The primary custodial parent must reside in the school zone for which you are registering the student/s.
- ☐ **FILE UPLOAD:** Please submit the legal custody agreement and/or divorce decree if both custodial parents do not reside in the shared residency.