

AFFIDAVIT OF RESIDENCE 23-24 SCHOOL YEAR

DEFINITION OF USE

A residency affidavit is used when a parent/legal guardian and student are living on a full time basis in a residency they do not own, rent or lease. Consequently, the parent/guardian is not able to provide documents normally used to establish residency in the school attendance area. The most common situation for this is when adult children are taking care of elderly parents. **Affidavits must be renewed on a yearly basis.** Please review the list below of acceptable residency documents to determine if a residency affidavit is necessary.

INSTRUCTIONS

SECTION 1- RESIDENCY INFORMATION (completed by parent/guardian)

Please enter the name of the parent(s)/guardian(s), the current address, zip code, and telephone number of the residence where the parent(s)/guardian(s) and the child(ren) are currently residing.

SECTION 2- CHILDREN'S INFORMATION (completed by parent/guardian)

Please enter the name, date of birth, current grade level, and student identification number of all school age students residing in the current residence.

SECTION 3- HOMEOWNER OR TENANT VERIFICATION (completed by homeowner/lease holder, with homeowner approval)

This section is to be completed by the homeowner or tenant of the residence. Please enter the full name of the homeowner or tenant; the current address and zip code; the name of the parent(s)/guardian(s). The homeowner or tenant signs and dates this section.

SECTION 4- SIGNATURE AND NOTARY

Please read the entire statement before signing. The parent(s)/guardian(s) sign and date this section.

REQUIRED DOCUMENTS

OWNER OR LEASE HOLDER MUST PROVIDE THE FOLLOWING 3 PIECES OF INFORMATION

1. Property tax bill, mortgage statement, lease or rental agreement showing ownership or lease/rental agreement
2. An ORIGINAL current (within 30 days) PG&E, Alameda Municipal Power, EBMUD or ACI bill that shows the service and mailing address. **WE WILL NOT ACCEPT ANY BILLS BUT THOSE LISTED ABOVE**
3. A current Ca Driver's License or other government issued ID. **MUST SHOW CURRENT LIVING ADDRESS**
(See below CA Vehicle Code section 14600)

PARENT OR LEGAL GUARDIAN MUST PROVIDE THE FOLLOWING 2 PIECES OF INFORMATION

1. A current Ca Driver's License or other government issued ID. **MUST SHOW CURRENT LIVING ADDRESS**
(See below CA Vehicle Code section 14600)
2. One of the following with parent/guardian name and current address printed on it:
 - W-2/Pay Stub
 - Tax document from federal or state
 - Current court documents
 - County/State assistance document
 - Current vehicle registration (renewed within the last 90 days)

California Vehicle Code section 14600

{a} Whenever any person after applying for or receiving a driver's license moves to a new residence, or acquires a new mailing address different than the address shown in the application of the license as issued, he or she shall within 10 DAYS thereafter notify the department of both the old and new address. The department may issue a document to accompany the driver's license reflecting the new address of the holder of the license.

{b} When, pursuant to subdivision (b) of the section 12951, a driver present his or her license to a peace officer, he or she shall, if applicable, also present the document issued pursuant to subdivision {a} if the driver's license does not reflect the current residence or mailing address.

You can go online to the DVM at <http://www.dmv.ca.gov/online/coa/welcome.htm> to update your driver's license ID card immediately. Please print the confirmation page and submit this with your date stamped DL 43 from the DMV.

SUBMITTING YOUR AFFIDAVIT

If this is a new enrollment please upload your affidavit and required documents to your online registration. If this is a renewal, email the completed affidavit and required documents to your enrollment specialist or jstockwell@alamedaunified.org. The paperwork will be reviewed to determine its authenticity.

AFFIDAVIT OF SHARED RESIDENCE FOR THE 23-24 SCHOOL YEAR

THIS FORM MUST BE NOTARIZED

SECTION 1- RESIDENCY INFORMATION (completed by parent/guardian)

I/We _____ hereby attest that I/we currently reside at the following address:
Name of Parent (s)/Guardian(s)

_____ Phone #: _____

SECTION 2- CHILDREN'S INFORMATION

I/We attest that the children listed below live at the address provided above.

NAME (S) OF SCHOOL AGED CHILDREN	RELATIONSHIP TO CHILD	DATE OF BIRTH (mm/dd/yy)	CURRENT GRADE LEVEL

SECTION 3- HOMEOWNER OR TENANT VERIFICATION (completed by Home Owner or Lease Holder, with homeowner approval)

I, _____, hereby attest that I am the legal owner or lessee of the property
Property Owner or Lessee (Renter) of the residence

located at _____. I further swear that _____
Current Address, Zip *Name of Parent (s)/Guardian(s)*

and the above mentioned child(ren) is/are living on a permanent bases at the above address.

Homeowner or Tennant's Signature *Date*

SECTION 4- SIGNATURE AND NOTARY- (Please read the entire statement before signing.)

I assume responsibility for notifying the Alameda Unified School District should the above-described circumstances change.

I understand that the statements made herein are subject to the provisions of the California Criminal Code regarding perjury, unsworn falsifications to authorities, fraud, and any applicable offenses.

I am aware that the facts as stated are subject to investigation, and should it be determined that the above statements are not true, either now or in the future, my child(ren) will be immediately dis-enrolled from the Alameda Unified School District and a referral to the school where the student actually resides in accordance with CA Education Codes and the Alameda Unified School District policies on student attendance. The school district does verify residency using a variety of methods including but not limited to: Public records check, visits to the residence and interviews with neighbors. *Persons who provide false information under penalty of perjury are subject to criminal prosecution for perjury, which is punishable by a fine and/or prison terms of up to four years in state prison. (Family Code 6552; Penal code 118 & 125)*

I have read the above conditions of this affidavit, and I verify that the statements made herein are true and correct based upon my personal knowledge.

 Parent/Guardian Signature

 Date

NOTARY ONLY

Subscribed and sworn to be on this ____ day of _____, 20__

 Signature



OFFICIAL USE ONLY	
AUSD OFFICE OF STUDENT SERVICES	
Reviewed By: _____	Date: _____

INSTRUCTIONS FOR HOW TO RENEW YOUR AFFIDAVIT FOR THE SCHOOL YEAR

1. Fill out the Affidavit attached to the email you received.
 - You may fill it out electronically
 - You may print it and fill it out by hand

2. Gather all of your required documents
 - Owner/lessor/renter current property tax, mortgage, lease or rental agreement
 - PG&E, Alameda Municipal Power or ACI bill in the owner/lessor/renters name and dated within the last 30 days
 - ID for both the parent/guardian and the owner/lessor/renter
 - One form of secondary proof for the parent/guardian with the residential address listed on it
(accepted documents listed below)
 - W2
 - Tax document from the government
 - Proof of county/state assistance
 - Vehicle registration (renewed within last 90 days)
 - Current court documents

3. Have Affidavit notarized (notary options listed below)
 - The UPS Store Marina Village/Bridgeside Shopping Center
<https://locations.theupsstore.com/ca/alameda/909-marina-village-pkwy/notary>
 - Island Notary & Live Scan <https://islandnotary.business.site/?hl=en-US>
 - AAA members/Alameda branch
<https://calstate.aaa.com/agent-office-locations/ca/alameda/aaa-alameda-branch>
 - Your banking institution may notarize as well (BoFA, Wells Fargo, US Bank)