



## Shared Housing Affidavit

This Shared Housing affidavit serves as a primary proof of Residency if student(s) and their parent(s)/guardian(s) are both living full time in another individual's home ( the "Resident"), without a lease agreement, and the **home is located within the boundaries of the Palo Alto Unified School District (PAUSD)** [Tinsley/VTP students: within the boundaries of the the Ravenswood City School District (RCSD)]. The proper completion of this affidavit may allow a student in a shared house to attend school in PAUSD (Ed Code 48204.1).

### Instructions for completing the Shared Housing Affidavit:

#### Shared Residency Requires:

- 1) The student and student's parent(s)/guardian(s) must live at the address listed below full time. Any change of address will revoke this permit, and parent(s)/guardian(s) must notify PAUSD Registration Services of such change within 14 days. This affidavit must be signed by both the Resident and the student's parent(s)/guardian(s).
- 2) Parent(s)/guardian(s) must follow all registration processes listed at [www.pausd.org/enrollment](http://www.pausd.org/enrollment).
- 3) After completing this affidavit, Resident and Parent(s) must come together to the in-person appointment, and bring all Required Documents including Identification.
- 4) Resident: Identification and one of the following residency documents:
  - Homeowners: Current Property Tax Bill (showing owner name and address; can be obtained by sending a request to [scctax.collector@fin.sccgov.org](mailto:scctax.collector@fin.sccgov.org)), or receipt of property tax payment. Recent purchase: will accept Final Closing Statement or Grant Deed.
  - Renters: Current Lease Agreement with Manager/Landlord's contact information and signatures. All pages of the original lease, including signature pages, are needed in addition to any additional documents that extend the lease end date. If the lease has expired, or the lease is month-to-month, an additional letter is needed from the manager/landlord indicating the parent(s)/guardian(s) are current residents, which must be dated within the last 30 days.
- 5) Parent/Guardian: Identification and two of the following residency documents. Documents must be current and with the parent/guardian's name and address, as follows:
  - One document from Category 1: a bill, or a letter of account confirmation, for utilities (PAU or PG&E).
  - One document from Category 2: Confirmation of service for cable or internet; DMV vehicle registration; medical or dwelling insurance; credit card bill; W-2 tax form; voter registration; pay stub; letter from government agency; U.S. Mail address change verification.

**Note:** Two documents can be accepted from Category 2 ONLY if the utilities are in the name of the Resident.

Please proceed to the next page to complete this form. Contact Registration Services for any questions:

[RegistrationServices@pausd.org](mailto:RegistrationServices@pausd.org), (650) 329-3702.

**To be completed by Resident**

Street Address \_\_\_\_\_

Apt. \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

Home Phone \_\_\_\_\_

Mobile Phone \_\_\_\_\_

Email \_\_\_\_\_

**WARNING:** Do not sign this form if any of the statements below are incorrect or you will be committing a crime punishable by a fine, imprisonment, or both. PAUSD's Residency Officer will actively investigate all cases where there is reason to believe that false information may have been provided; this can include home visits. Investigations that reveal a student is not living within PAUSD boundaries will lead to the student's immediate removal from the PAUSD school.

**Resident Statement**

I, (print Resident name) \_\_\_\_\_  
the owner or lessee of the residence listed previously, do solemnly swear and affirm, and declare under penalty of perjury under the laws of the State of California, that \_\_\_\_\_

\_\_\_\_\_  
Name of Parent(s)/Guardian(s)

Student Name

Birth Date

_____	_____
_____	_____
_____	_____
_____	_____

all physically reside with me full time at the above-named address, which is my only residence. This living arrangement is:

Temporary – duration: \_\_\_\_\_

Permanent

Signature of Resident \_\_\_\_\_ Date \_\_\_\_\_

**Parent (s) Guardian(s) Statement**

We/I, (Parent(s)/Guardian(s) Name) \_\_\_\_\_

(Parent(s)/Guardian(s) Name) \_\_\_\_\_

the parent(s)/guardian(s) of the student(s) listed above, do solemnly swear, affirm, and declare under penalty of perjury under the laws of the State of California, that we reside full time at the address listed above.

Signature (Parent(s)/Guardian(s) \_\_\_\_\_ Date \_\_\_\_\_

Signature (Parent(s)/Guardian(s) \_\_\_\_\_ Date \_\_\_\_\_