

# Southfield Public Schools



## Office of Pupil Accounting & Enrollment

Southfield Education Center . 16299 Mount Vernon . Southfield, MI 48075 . 248.746.7601

[www.southfieldk12.org](http://www.southfieldk12.org)

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Affidavits are required when parents or legal guardians are living with a friend or relative who is a Southfield School District Resident. Please complete the affidavit as follows and provide the appropriate proof of residency.

- PART ONE of the affidavit is to be completed by the parent or legal guardian.
- PART TWO of the affidavit is to be completed, signed and dated *in the presence of a Notary Public* by the **Southfield School District Resident**.
- PART THREE of the affidavit is to be completed, signed and dated *in the presence of a Notary Public* by the parent or legal guardian.
- The resident must provide 4 current residency pieces verifying their residence:
  - *Driver's license\* showing the current Southfield School District resident address,*
  - *If homeowner - Mortgage statement or latest property tax bill*
  - *If renting - Lease agreement and Statement of Landlord*
  - *2 utility bills (DTE, Consumers Energy or Cable/Internet)*
- The parent or legal guardian must provide 3 current residency pieces verifying their residence (driver's license\* showing the current Southfield School District address and 3 pieces of business mail, see list below.

### Examples of Business Mail:

**(Voter's Registration and Junk mail is unacceptable)**

Cable/Internet Bill

IRS Bill or Statement

Cellphone Bill

Bank Statement

Auto Loan/Car Insurance

Medical Bill

Paycheck Stub

DHS Mail

Credit Card Statement

*\* Your license must have your current address (just the sticker on the back is not accepted). If you are waiting for your new license to be mailed, you may upload the receipt received from the Secretary of State.*

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### DISTRICT RESIDENCY AFFIDAVIT

This form is used for school families whom the enrolling parent/guardian are not homeowners or renters within the Southfield School District but are residing with the enrolled child at a legal in-district residency.

I \_\_\_\_\_, hereby acknowledge that I currently reside at \_\_\_\_\_ and sign this affidavit as part of an application to enroll the following student(s) in the Southfield School District.

\_\_\_\_\_  
Student Name / Birthdate

\_\_\_\_\_  
Student Name / Birthdate

\_\_\_\_\_  
Student Name / Birthdate

\_\_\_\_\_  
Student Name / Birthdate

#### PART ONE: To be completed by the District Resident and the Parent or Legal Guardian

We, the undersigned, have read and understand the District Residency Policy. We agree to notify the Enrollment Office immediately when the child listed above, or either the parent/guardian or legal resident move from the address stated within this affidavit. ***We understand that all documents provided are subject to investigation by the district. We understand that falsification of information contained in these documents is a violation of State Law MCL 750:423, which is a felony, and will:***

Result in the child being dropped from enrollment in the Southfield School District	<b>Initial of District Resident:</b>	<b>Initial of Parent/Guardian:</b>
Subject the undersigned to criminal penalties for fraud or perjury	<b>Initial of District Resident:</b>	<b>Initial of Parent/Guardian:</b>
Subject the parent/guardian to tuition charges at the district rate for any time period the child was enrolled in Southfield Schools	<b>Initial of District Resident:</b>	<b>Initial of Parent/Guardian:</b>

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### PART TWO: To be completed by the District Resident

I, the Southfield School District Resident, state that by signing this document I am a legal resident at this address, I will provide proof of my residency in the form of a mortgage statement/lease, a landlord statement (if renting) and two utilities for this address. I am the legal homeowner:

Yes

No. If not, who owns the home? \_\_\_\_\_ Contact # of homeowner: \_\_\_\_\_

\_\_\_\_\_  
Southfield School District Resident Signature      Phone Number      Date

### PART THREE: To be completed by the parent or legal guardian

I, the parent/guardian of the child(ren) listed on this form, state by signing this document that I am currently living at the address listed above and I understand the validity of this documentation may be checked by contacting the homeowner/landlord/tenant at any time.

\_\_\_\_\_  
Parent/Guardian Signature      Phone Number      Date

### To be completed by a Notary only:

\_\_\_\_\_  
Signature of Notary      County of      State

My commission expires: \_\_\_\_\_

Today's date: \_\_\_\_\_