

**Kentucky Department of Education**  
**RESIDENCY AFFIDAVIT**  
**School Year: 20\_\_ - 20\_\_**

School: \_\_\_\_\_

**I. IDENTIFYING INFORMATION – please print**

This form is to be completed by the student’s parent or legal guardian and signed/witnessed by a school district employee OR Notary Public. You must submit a separate Residency Affidavit for each child enrolled in the district. You may photocopy this form.

**A. Student Information:**

Student Name: \_\_\_\_\_  
First Name
Middle Initial
Last Name

Date of Birth \_\_\_\_\_ Student’s Social Security Number \_\_\_\_\_ Grade \_\_\_\_\_  
Optional

**B. Student lives with: Print name(s) and CHECK RELATIONSHIP TO STUDENT:**

Parent or Guardian’s Name \_\_\_\_\_

First Name
Middle Initial
Last Name  
Relationship to Student:  father  stepfather  caregiver  guardian  foster parent  
 other: \_\_\_\_\_

Parent or Guardian’s Name \_\_\_\_\_

First Name
Middle Initial
Last Name  
Relationship to Student:  mother  stepmother  caregiver  guardian  foster parent  
 other: \_\_\_\_\_

**C. Address: PLEASE NOTE THAT POST OFFICE BOX IS NOT ACCEPTABLE AS A RESIDENCE ADDRESS.**

Address: \_\_\_\_\_  
Street Address
City
State
Zip

Phone Number: \_\_\_\_\_  
Home
Father/Guardian Work
Mother/Guardian Work

I declare under the penalty of perjury that this student resides at the above address. I also agree to notify the school within two (2) weeks when residency has been changed. I understand that a new affidavit and a new proof of residency must be submitted. If I moved outside the district, appropriate forms will also be required. I understand that an interdistrict transfer may not be accepted by the district.

Falsification of any information or document required for residency verification or the use of the address of another person without actually residing there may result in; a) revocation of student enrollment; b) being held liable to reimburse the district for expenses incurred to educate this student; and/or c) civil action resulting from fraud, negligent misrepresentation and negligence.

\_\_\_\_\_  
Signature of Parent/Guardian/Caregiver
Date

Subscribed and sworn before me on this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
OFFICIAL SCHOOL DISTRICT SIGNATURE
OR
NOTARY PUBLIC SIGNATURE  
(Place Notary Seal or Stamp below)

# Kentucky Department of Education

## II. RESIDENCY

### A. Verification of Joint Residency:

The person with whom the student lives and who claims custody of the student must attach proof of residency, dated within the last \_\_\_\_ days and must show parent, guardian or caregiver's legal name and street address.

**PRINT FIRST AND LAST NAMES OF PERSON(S) providing proof of residency. I, declare under penalty of perjury, that the above named student lives at the address with me. I also agree to notify the school within two (2) weeks when residency has changed.**

First Name	Last Name	Signature(s) of Person(s)
_____	_____	_____
_____	_____	_____

### B. Proof of Residency:

If you own property in the county you reside, please attach:

1. County Property Tax Bill or a Mortgage Statement in your name showing residence property; and
2. A utility bill in your name for the current month showing the residence property address; and one of the items listed below:
  - a. Proof of residency from the County Registrar of Voters; or
  - b. Current vehicle registration showing residency property address; or
  - c. One other bill mailed to you at your residence address; or
  - d. A cancelled check in your name for the current month showing residence property address.
  - e. \_\_\_\_\_

If you rent property in which you reside, please attach:

1. Copy of the lease/rental agreement; and
2. A utility bill in your name showing residence property address or, if such service is included as part of the rental agreement, you must provide satisfactory evidence that is so included; and one of the items listed below:
  - a. Proof of residency from Country Registrar of Voters; or
  - b. Current vehicle registration showing residency property address; or
  - c. One other bill mailed to you at your residence address; or
  - d. A cancelled check in your name for the current month showing residence property address.
  - e. \_\_\_\_\_

If you are sharing a home with another individual or family, please attach:

1. The Residence Affidavit signed by the primary resident of the home and subscribed and sworn before a district school employee OR Notary Public.
2. A utility bill in your name showing residence property address or, if such service is included as part of the rental agreement, you must provide satisfactory evidence that it is so included; and one of the items listed below:
  - a. Proof of residency from Country Registrar of Voters; or
  - b. Current vehicle registration showing residency property address; or
  - c. One other bill mailed to you at your residence address; or
  - d. A cancelled check in your name for the current month showing residence property address.
  - e. \_\_\_\_\_

**NOTE: If legal custody of a child is split between two parents**, in addition to the documents listed above, you must also attach a certified copy of the court order identifying each parent's respective award of physical custody. You are responsible to immediately inform the school of any changes to the court order.