



**Hattiesburg Public Schools Residency Verification Form (State Board Policy 6600)**

Use this form to document each student who is residing **WITH PARENT OR LEGAL GUARDIAN** in the Hattiesburg Public Schools, where the parent or guardian maintains his/her own residence.

Student	Age	Grade	School

Parent or Legal Guardian\*: \_\_\_\_\_

*\*If a guardianship exists, a copy of the relevant court filing or decree must be attached to this form.*

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Proofs of Residency: 1. \_\_\_\_\_ 2. \_\_\_\_\_

Is this address a change from last school year? \_\_\_\_\_ If YES, list previous address:

\_\_\_\_\_

Remarks: \_\_\_\_\_

**Actions Required by School Personnel**

1. Copies of the two proofs of residency must be attached to this document. If a guardianship exists, a copy of the relevant filing or decree must also be attached to this document. *\*Note: Even if the two proofs were submitted and approved by the school official online, clearly legible copies of the electronic submission must be printed by the school official and attached to this Verification Form in the residency file at the school.*
2. This document with proofs of residency attached must be maintained in a file at the school throughout the school year.
3. The address written on this form must match the address on the student's cumulative/permanent record and all student databases.
4. If the student's address changes during the school year, another form must be completed and maintained as above.

**School Representative's Certification: By my signature below, I certify that I have examined the documents provided by the parent or legal guardian, and these documents reflect a legal residence within the Hattiesburg Public Schools.**

\_\_\_\_\_  
School Representative's Signature

\_\_\_\_\_  
Date Signed