

Shared Residency Information

Items Needed for Shared Residency Verification

In the event a student resides with his/her parents/guardian in the home of another person:

The homeowner of the home must accompany the parent/guardian and provide state identification in addition to two (2) of the items listed below:

- Most recent MLGW bill or municipal water bill
- Mortgage statement or deed
- Lease or Rental Agreement
- Real Estate tax receipt
- Other documentation deemed appropriate by Student Services

The parent/guardian must provide state identification in addition to two (2) of the following items bearing the address at which the student will be residing:

- Car Registration
- Voter Registration
- Payroll Stub
- Three (3) significant pieces of mail (equivalent to one (1) proof of residence)
- Government Assistance Communication

The parent/guardian must provide the completed Shared Residency Affidavit. (See Attached)

GERMANTOWN
MUNICIPAL SCHOOL DISTRICT

Inspiring Personal Excellence

3350 S Forest Hill irene Rd • Germantown, Tennessee 38138 • (901) 752-7900 •

Germantown Municipal School District offers educational and employment opportunities without regard to race, color, creed, national origin, religion, sex, age or disability and adheres to the provisions of the Family Rights and Privacy Act (FERPA).

Shared Residence Affidavit

This form is to be completed if residency requirements cannot be provided due to the fact that the parent and child(ren) are sharing a home with another person SEVEN days a week year-round. This affidavit must be re-certified annually.

To be completed by Parent(s)/Guardian(s):

Previous Address: _____ City: _____ State: _____ Zip: _____

Student: Last Name _____ First Name: _____

M ___ F ___ Birthdate: ____/____/____ Grade: _____

Student: Last Name _____ First Name: _____

M ___ F ___ Birthdate: ____/____/____ Grade: _____

Parent(s) Name:

Last Name: _____ First Name: _____

Last Name: _____ First Name: _____

New Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Cell: _____ Work: _____

This living arrangement is: _____ temporary - Duration: _____ or _____ permanent

Students are not eligible for shared residence enrollment if the parent/guardian with whom they reside:

1) Maintains a residence outside GMSD boundaries.

2) Is listed as a utility account holder at a property outside GMSD boundaries. (If the parent/guardian with whom the student resides is listed as a utility account holder at a property outside GMSD boundaries, but does not reside in said property due to separation or divorce, shared residence with a Germantown resident shall only be approved if proof of legal separation or divorce is provided.)

3) Owns, rents or leases property outside GMSD boundaries. (If the parent/guardian with whom the student resides owns, rents or leases property outside GMSD boundaries, but does not reside in said property due to separation or divorce, shared residence with a Germantown resident shall only be approved if proof of legal separation or divorce is provided.)

I agree to notify the district within two (2) weeks if the status of my residence changes. I understand that home visitation and/or residency verification is part of the process when residency is established by an Affidavit of Shared Residence.

Signature of Parent/Legal Guardian

TN Driver's License/ID Card Number

Date

Shared Residence Affidavit

To be completed by the homeowner:

I, _____ (Name of Owner) declare/certify that I am the primary resident/owner at _____ (address, city, state, zip)

Student Occupants Enrolled/Enrolling in Germantown Municipal School District: (Please Print)

Parent/Guardian Occupants: (Please Print)

I agree to notify Germantown Municipal School District if there is any change in the status of residence of the person listed above. **I understand home visitation and/or residence verification is part of the process** when residency is established by a Shared Residency Affidavit. I further agree to provide proof of my residence to Germantown Municipal School District.

Signature of Primary Resident/Owner

TN Driver's License/ID Card Number

Date

Home Owner's Primary Phone Number

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Notary:

State of Tennessee, County of _____

On _____ before me _____, Personally
appeared _____ (Name(s) of Signer(s))

Place Notary Seal below

Who to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of Tennessee that foregoing paragraph is true and correct. Witness my hand and official seal.

Signature of Notary Public

My Commission Expires

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Notification of Penalties Form

District Policy requires valid proof of residence for all students. Please read the following information carefully before signing.

Initials are required after each statement by each party.

Homeowner Acknowledgement (Please Initial #1)

1. I acknowledge that in the event the occupants move from my residence, I will notify Germantown Municipal School District's Student Services within 7 days. _____ (Initial)

Homeowner and Resident (Please Initial #2-5)

2. I acknowledge the residents listed do not own, lease, or maintain another residence.
_____ (Initial #1) _____ (Initial #2)

3. Germantown Municipal School District will actively investigate all cases where it has reason to believe false information has been provided on an affidavit to verify residency status. (Verification may include home visits.) _____ (Initial #1) _____ (Initial #2)

4. Investigations that reveal students have enrolled on the basis of providing false information will lead to **immediate withdrawal** from Germantown Municipal School District.
_____ (Initial #1)
_____ (Initial #2)

5. I acknowledge that pursuant to T.C.A. 49-6-3003, Germantown Municipal School District general counsel may request financial restitution for fraudulent enrollment in Germantown Municipal School District. This may include court costs and attorney fees. _____ (Initial #1)
_____ (Initial #2)

Signature of Parent/Guardian

Date

Signature of Primary Resident/Owner

Date

Please read carefully before signing.

Falsification of documents required for residency verification or the use of the address of another person without actually residing there may result in:

- A) Immediate withdrawal of student**
- B) Being held liable to reimburse the district for expenses incurred to educate this student**
- C) Civil action resulting from fraud, negligent misrepresentation, and negligence**

I declare under the penalty of perjury that the student(s) being enrolled lives with me at the address used for registration. I also agree to notify the Germantown Municipal School District within two (2) weeks if residency has changed.

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Signature of Parent/Guardian

Date