

## Statement of Residence Procedures

The Muscle Shoals City Board of Education understands that under certain circumstances parents and their children may be living in the Muscle Shoals City limits with relatives or friends. Under these circumstances, when the parent does not have their own legal residence within the city of Muscle Shoals, the Board of Education has adopted the following procedure in accordance with Policy 6.1.2 for Admission to Schools:

- Legal documentation of residency of the person with whom you reside must be provided in accordance with procedures for resident students.
- Actual residency may be verified by the Non-resident Coordinator or his/her designee before the affidavit is approved and at various times during the year to verify continued residency.
- The statements of residence will be notarized at the Muscle Shoals Board of Education Central Office.
- Parent/legal custodian of the student and the Muscle Shoals resident must supply a valid driver's license or other valid, acceptable photo I.D.
- Statements of residence are for one school year and must be renewed annually or if residency changes.

The custodial parent/legal guardian (living with the Muscle Shoals resident) and the Muscle Shoals resident must swear in front of a Notary Public at the Muscle Shoals City Schools Board of Education that the custodial parent/legal guardian and child wishing to enroll are physically living with them full-time and do not reside at any other location for any duration of time. (Completion of this document requires both parties to appear at the central office at the same time)

The Muscle Shoals resident must provide the same proofs that any resident student is required to provide at the time of the notarized statement of residence.

The custodial parent/legal guardian of the child living with the Muscle Shoals resident is required to produce two proofs of current actual dwelling at the Muscle Shoals address indicated by the resident.

Examples of proofs acceptable include:

- Bank statement at the given address
- Checks printed for the given address
- Payroll check (or other substantial checks received) for the given address
- Insurance claim at the given address

The following is not acceptable:

- PO Box Number
- Voter's registration card
- Library card
- Advertisement-type mail
- Any document without a current date

The Non-resident Coordinator must be notified immediately if the living arrangement changes. Students of any family not notifying the Non-resident coordinator about a change in residence, found to have circumvented the statement of residence process, or believed to have falsified documents will be dismissed from Muscle Shoals City Schools.