

Verification Items needed for Affidavit Process

Step 1:

- Print and complete the Residency Affidavit Assessment document from the Registration Portal on Alexander City School's website.
- Gather the needed Affidavit documentation.
- Call Michelle Moon, District Secretary for Student Services, at 256-329-6552 and press 3 to set an appointment to meet with Mr. Reginald Clifton, Director of Student Services or his Designee.
- You and the property holder will need to attend the set appointment. If the Director or Designee agrees that the Affidavit requirements are met, they will sign the assessment and stamp on the District Seal.
- Once this is done, please call your school and make an appointment with the school's registrar. At the appointment you will bring the signed Affidavit Assessment and the other required Affidavit documents to complete the process.

DOCUMENTS REQUIRED FROM HOMEOWNER OR LEASE HOLDER:

- Mortgage, deed, tax card, or bona fide lease signed by lessor and lessee
- Two (2) utility bills at the residence address in the name of the person listed on the mortgage, deed, tax card or lease.

DOCUMENTS REQUIRED FROM PARENT:

At least two (2) of the following items showing the name of the parent/custodian with the address on the mortgage, deed, tax card, or lease referred to above.

- Current bank account information showing activity within the last thirty (30) days
- W-2 forms
- Pay stubs from the parent's current employer or a certified statement of employment
- Current automobile tag registration
- Any current court documentation
- Current proof from any state or federal governmental agency or program
- Current proof of insurance
- Any other item approved by the school principal.

STUDENT DOCUMENTS NEEDED FOR NEW STUDENT REGISTRATION:

- Birth Certificate
- Alabama Immunization Form – current
- Parent/Guardian Photo ID (i.e. – Driver's License)
- **Proof of court appointed legal and physical custody, if applicable (notarized statements, Power of Attorney, Delegation of Parental Authority are not acceptable) ** Needed for New and Returning students if applicable**
- Withdrawal form and last report card from previous school
- Other documents as the Principal deems necessary