

JACKSON COUNTY *School District*

Affidavit of Residency Instructions

PLEASE BE ADVISED: AFFIDAVIT OF RESIDENCY IS VALID FOR 30 DAYS FROM THE DATE IT IS EXECUTED. PARENTS OR GUARDIANS WHO FAIL TO PROVE RESIDENCY WITHIN 30 DAYS OF ENROLLING WITH AN AFFIDAVIT WILL HAVE THEIR STUDENT(S) UNENROLLED BY THE 30TH DAY OR THE FRIDAY OF THE 4 WEEK.

If a parent or guardian is using an affidavit from a LEGAL JACKSON COUNTY RESIDENT to prove residency, the LEGAL RESIDENT must produce TWO MDE approved forms of residency documentation (listed below) matching the address stated on the affidavit. The LEGAL RESIDENT must produce PHOTO ID for Notary and Central Office.

The parent/legal guardian of the student(s) must present a PHOTO ID matching the parent name on the student(s) birth certificate or custody paperwork. All custody paperwork must be executed by a court of law.

After the Affidavit is notarized, the parent/guardian and Legal Resident should present the two approved forms of residency documentation, IN THE NAME OF THE LEGAL RESIDENT AND MATCHING THE ADDRESS LISTED ON THE AFFIDAVIT, to the Central Office.

Two of the below listed documents are required to establish residency:

- A) FILED HOMESTEAD EXEMPTION FORMS;
- B) MORTGAGE STATEMENT; PROPERTY DEED; (NO PROPERTY TAX DOCUMENTS)
- C) APARTMENT OR HOME LEASE;
- D) UTILITY BILLS; **NO CUTOFF OR DISCONNECT NOTICES WILL BE ACCEPTED AS PER MDE MANDATES; (NO CELL PHONE BILLS; NO CAR/HOME INSURANCE STATEMENTS; NO HUNTING LICENSES; BILL MUST BE CURRENT, WITHIN 30 DAYS OF REGISTRATION)**
- E) DRIVERS LICENSE OR MISSISSIPPI STATE IDENTIFICATION CARD; (MUST SHOW CURRENT ADDRESS)
- F) AUTOMOBILE REGISTRATION; MUST BE CURRENT YEAR'S REGISTRATION, NOT EXPIRED)

******* PLEASE NOTE: NO NOTARY SERVICES WILL BE PROVIDED BY JACKSON COUNTY SCHOOL DISTRICT. PLEASE HAVE PAPERWORK DULY NOTARIZED PRIOR TO SUBMITTING RESIDENCY DOCUMENTATION TO THE CENTRAL OFFICE *******

Please call 228/826-0190 and ask for Shelly Barnett to schedule an appointment.

Procedures:

1. Please have attached form signed and notarized
2. Call Central Office to schedule an appointment
3. When completing the process at Central Office, PARENT/GUARDIAN MUST PRESENT:
 - (a) photo ID that matches a parent name on the student(s) birth certificate (or custody papers)
 - (b) 2 forms of residency documentation (**MATCHING THE ADDRESS ON THE NOTARIZED AFFIDAVIT**) obtained from the LEGAL RESIDENT
 - (c) completed, notarized affidavit