

## **INFORMATION FOR NOTARIZED LETTERS FOR RESIDENCE**

All individuals that presently reside with a home owner or renter, in your school district, will need to complete a Notarized Letter with the individual school.

The owner/renter of the residence will need to bring two (2) proofs of residence and sign off on the notarized letter.

The individuals trying to enroll their students within your school district, will also need to accompany the homeowner/renter to sign the notarized letter.

All individuals requesting notarized letters for residence purposes will have a thirty (30) day limit in which to receive billings in their name at the residence they reside. This can be in way of: two (2) proofs will be required)

- Phone Bills
- Credit Cards
- Checking / Savings Account
- Employment Check Stubs
- Income Support / Child Support
- Car Insurance / Car Registration
- Doctor / Dental Bills

If the individuals move to another residence within the thirty (30) day period, they will still need to provide the two (2) proofs of residence by the deadline date on their notarized letter.

At the end of the thirty (30) day deadline, that individual must bring their two (2) forms of proof of residence to the school their students are enrolled.