

## Acceptable Proof of Residency

Proof of residency will be required in accordance with JCSS policy and the corresponding procedures.

### Jones County Residents – Property Owners

The following items are acceptable proofs of residency for FULL TIME residents:

- Current property tax statement in the name of the property owner indicating homestead status, or
- Mortgage statement,
- AND an additional proof of residency to include:
  - current utility bill (electricity) or
  - initiation of service from a utility company in the name of the enrolling parent/guardian, (water bills will not be accepted),
- If the family has a purchase contract on a home –The contract should have the complete address, all signatures, and a closing date within 90 days of the date the student will start school.

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### Jones County Residents - Renters

The following items are acceptable proofs of residency:

- If the family has a rental agreement the lease or rental agreement should have a start date and an end date OR month to month providing revisions for additional house guest aside from the renter, rental agreement requires the name and contact number of the property owner. If utilities are included in the rental agreement, the contract provided must indicate which utilities are included.
- Only Realtor agreements will be accepted. No handwritten agreements or generic rental agreements will be accepted.
- AND two additional proofs of residency include:
  - Current utility bill (electricity) or
  - Disconnect of Service from Previous Residence
  - Department of Labor Letter / Filing or
  - Recent pay check stub with address included
  - Car Insurance filing with address and name of parent/guardian who is listed on the rental agreement or
  - Bank Statement with address of affidavit filing

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### Residency Affidavits

Residency Affidavits are accepted at all Jones County Schools during the school year. Affidavit filings for the coming school year will not be accepted until the filing window opens for the 2016-2017 school year. Please check the Jones County School Systems website for available dates. [www.jones.k12.ga.us](http://www.jones.k12.ga.us) under Programs and Services then select Student Information Services for dates of application acceptance. Additional Affidavit requirements are continued on the following page.

## 2016-2017 - Residency Affidavit Requirements

If the family resides with a full time resident of Jones County, the parent/guardian needs to complete an Affidavit of Residency and attach the proof of residency of the person who is the property owner with which they reside. The Property owner needs to provide a copy of their current year property tax statement and current electrical bill statement. Both parties must be present to sign the form in front of a notary at the Board of Education.

**All new applicants for a Residency Affidavit must provide a copy of the child(ren) birth certificate or legal guardianship paperwork.**

The parent/guardian residing with the property owner must show proof of residency to the address listed on the affidavit.

Acceptable proofs include a minimum of three (3) of the following:

- Disconnect of Utilities at previous address,
- utility in the name of the parent/guardian with the physical address as listed on the affidavit, (electricity, gas)
- Employer documentation (e.g. application for employment, health insurance, previously issued W-2 or Form 1099, pay stub) which evidences the location of the legal residence,
- Department of Labor assistance letter identifying name and physical address.
- Car Insurance Statement with address of affidavit filing
- Bank Statement with address of affidavit filing
- Three (3) significant pieces of mail (equivalent to one (1) proof of residence)

**ALL AFFIDAVITS ARE SUBJECT TO REVIEW OR REVOCATION. ALL AFFIDAVITS ARE SUBJECT TO HOME VISITS FOR RESIDENCY VERIFICATION.**

Under filing of a residency affidavit, the school system's procedures and guidelines include:

- Residency Affidavits are valid for the active school year the affidavit is filed in.
- All affidavits expire at the close of the school year of issuance.
- Partial or incomplete applications will not be accepted.
- Referral to the family to the Department of Family and Children Services under the guidelines of McKinney-Vento Homeless Assistance Act for additional assistance may occur

### **PENALTIES:**

- *Anyone providing false information may be prosecuted, held criminally liable, and punished by a fine of not more than \$1,000 or by imprisonment for not more than one, nor more than five (5) years, or both, if found guilty of false swearing pursuant to O.C.G.A. §16-10-71.*
- *Immediate dismissal from school;*
- *Per Diem fines for educational and related services accessed as a nonresident, which are based on the number of days the student attended school and the average per pupil cost to the district.*

*The school system reserves the right to request additional information or substitute required forms under special circumstances.*