



94 Panther Drive
Yazoo City, Mississippi 39194
www.yazoo.k12.ms.us

Phone: 662.746.4672
Fax: 662.746.9270

YCSD Residency Packet for Affidavits
(Students living with Parents/Guardians)

Checklist:

- Residency Checklist
- Affidavit (must be notarized)
- Assurance Regarding Penalty for Fraud/ Perjury
- Homeless Questionnaire (if applicable)
- 30 Day Letter for Lack of Documentation
- Date Documentation Due _____



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YCSD Residency Verification and Documentation Checklist

Name of Student: _____

Name of Parent/Guardian: _____

911 Address or Parent/Guardian and Student: _____

(A P.O. Box Number is not acceptable for a 911 address. It MUST be a physical address.)

I hereby certify that the information given is a true and correct statement of my legal residence. Should my legal residence change while the above listed student is enrolled in the Yazoo County school District, I will promptly notify the appropriate officials of this school district. Further, I understand that a pupil is not legally enrolled until this form is completed and signed by the parent or guardian with whom the student is living with. I understand that a pupil admitted under false information is not legally enrolled and is subject to penalty.

_____ Signature of Parent/Guardian	_____ Telephone Number	_____ Date
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TO BE COMPLETED BY Yazoo County School District

RESIDENCY REQUIREMENTS:

Check one in Group I and one in Group II and if applicable check a or b in Group III.

GROUP I:

- _____ a. Filed Homestead Exemption Application Form
- _____ b. Mortgage Documents or Property Deed
- _____ c. Apartment or Home Lease/Rental Agreement***Any unofficial Lease Agreement (handwritten or computer generated) must be notarized.

GROUP II: Acceptable Bills

_____ a. Current Utility Bill (dated within thirty (30) days of enrollment and has a service address listed on the bill) these can include the following:

___ electricity ___ gas ___ landline telephone ___ cable or satellite TV ___ water bill

_____ b. Other residency documentation may be approved by the YCSD Administration.

** The YCSD reserves the right to request that service for addresses be present on Group II acceptance proofs.**

*****A driver's license nor voter identification card are not acceptable as proof of residency.*****



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Group III: Guardianship or Affidavits of Guardianship

____ a. Student is living with legal guardian and a certified copy of the Court Decree (or petition), if pending, was received declaring the district resident to be the legal guardian of the student and further declaring that the guardianship was formed for a purpose other than establishing residency for school district attendance purposes.

____ b. ****Affidavits**** Custodial parent(s) residing with an adult in a home not owned or rented by the custodial parent(s). **The custodial parent must present documents to show legal custody. The non-custodial adult in the home must prove residency through Group I and Group II (above) and sign the affidavit.**

In addition, the custodial parent(s) will present three (3) of the items listed below:

- ____ Doctor or Dentist Bill
- ____ Bank Statement
- ____ Automobile License Plate Receipt
- ____ Cell phone bill
- ____ Insurance Policy
- ____ State or Federal Benefit Check or Salary Check Stub
- ____ IRS Documentation
- ____ Other residency documentation approved by the YCSD Administration

____ **30-Day Letter Given to parent due to lack of 3 items listed above.**

____ **Date required residency documents from parents are due to school. If documentation is not received by this date the student(s) will be unenrolled from Yazoo County School District.**

Students NOT living with a custodial parent or legal guardian

A Student/Family Interview Questionnaire documenting reason for student living in a home without a parent or legal guardian must be completed.

The residency committee must approve enrollment of a student not living with a parent or legal guardian. The Residency Committee will be appointed by the Superintendent.

HOMELESS CHILDREN

When a child is determined to be homeless as defined by the Stewart B. McKinney Homeless Assistance Amendment Act, enrollment action in the best interest of the child shall be taken, pursuant to federal guidelines and Board Policy.

The Residency Committee must approve residency if there are questions. The residency Committee will be appointed by the Superintendent.

Date: _____ Signature of School Representative: _____



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STATE OF MISSISSIPPI
COUNTY OF YAZOO
AFFIDAVIT OF RESIDENCY

Personally appeared before me, the undersigned legal authority in and for the jurisdiction aforesaid, the within named, _____, who states under oath and penalty of perjury

OWNER OF THE RESIDENCE

the following:

1. I reside at

_____,
(STREET ADDRESS, CITY, & ZIP OF LISTED RESIDENCE)

which is located within the Yazoo County School District.

2. The relationship between _____, _____,
(NAME OF STUDENT) (NAME OF PARENT/LEGAL CUSTODIAL GUARDIAN)

& _____, and the Affidavit is _____
(OWNER OF RESIDENCE)

(EXPLAIN THE RELATIONSHIP BETWEEN THE STUDENT/PARENT & RESIDENCE OWNER)

3. _____ and _____ live at my home full
(NAME OF STUDENT) (NAME OF PARENT/LEGAL CUSTODIAL GUARDIAN)
time.

4. The reasons for which _____ and _____
(NAME OF STUDENT) (NAME OF PARENT/LEGAL CUSTODIAL GUARDIAN)
live with me are as follows:

5. _____ and _____ are not living with me
(NAME OF STUDENT) (NAME OF PARENT/LEGAL CUSTODIAL GUARDIAN)
for the sole purpose of attending school in the Yazoo County School District.



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6. I understand that _____ and _____ will
(NAME OF STUDENT) (NAME OF PARENT/LEGAL CUSTODIAL GUARDIAN)
 not be allowed to enroll in the Yazoo County School District if he/she is living with me for the sole purpose of attending the said school.
7. I understand that this enrollment is temporary and the legal guardian of _____
(NAME OF STUDENT)
 must present proof of residency in his/her name within 30 days of this date on this affidavit.
8. I understand that by signing this affidavit that I give the Yazoo County School District authority to conduct a visit to my residence to verify the claims that I have made on this affidavit.
9. By signing this affidavit, I understand that I am making a sworn statement that the information given in this affidavit is true and correct. I understand that lying or giving false information in the affidavit is a felony and a violation of MS Code Ann. Sections 97-7-35 and 97-9-19., which may subject me to criminal penalties, including a fine up to \$1,000 and/or up to five years in the county jail.

SIGNATURE OF PARENT/LEGAL GUARDIAN / DATE

SIGNATURE OF RESIDENCE OWNER / DATE

Sworn to and subscribed before me on this the _____ day of _____,
20_____.

My Commission Expires: _____



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Affidavit Assurance of Fraud and Perjury

By signing this affidavit of residency, I understand that I am swearing under oath that the student(s) being enrolled in Yazoo County Schools reside at my residence along with the student's custodial parent(s). I am also stating that I am aware that making any false statement on these documents is a violation of Mississippi Code 97-7-35 (Making a False Sworn Statement) which is punishable by no less than 6 months and no more than 5 years in prison and a fine of no less than \$100.00 and no more than \$1000.00. I am also aware that the Yazoo County School District will press charges on any who violate this law.

Property owner signing affidavit

Date

Parent

Date

School District official

Date



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Yazoo County School District
Homeless Determination Form
Student/Family Interview Questions

Student _____ Grade _____ B/G LW YCMS YCHS

Parent/Guardian Name _____

Does the parent/guardian/Caregiver own a place of residency in Yazoo County? _____

If no, who does the parent/guardian live with? _____

How long has the parent/guardian/caregiver lived there? _____

Why does the parent/guardian live there? _____

How many children do you have? _____ Any pre-school aged? _____

Where does/do the student/child(ren) live? _____

How long has/have the student/child(ren) lived there? _____

Why does/do the student /child(ren) live there? _____

Notes:

If the student does not live with the parent/guardian, but lives with a non-parent (that is also not the legal guardian) in a home within the district, answer the following questions:

What is the relationship of the non-parental/non-guardian adult to the student?



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Which of the following reasons applies to why the student is living with the non-parental /non-guardian adult:

- Death or serious illness of the child's parent(s) or guardian(s);
- Abandonment of the child;
- Child abuse or neglect;
- Unstable family relationships or undesirable conditions in the home of the child's parents or guardians having a detrimental effect on the child;
- Student enrolled in recognized exchange programs residing with host families.

Determination:

The parent is homeless. _____ Yes _____ No

Justification:

The child is homeless. _____ Yes _____ No

The child is an unaccompanied youth. _____ Yes _____ No

Justification:

Living Conditions: Mark one

- Doubled up-living with another family because they are homeless
- Hotel/Motel
- Shelter
- Awaiting Foster car
- Unsheltered-cars, parks, campground, etc.

The child is an unaccompanied youth. _____ Yes _____ No

School Homeless Liaison _____
Signature Date



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30 Day Letter

Dear Parent/Guardian:

You are receiving this letter because, _____ was registered with an affidavit and you did not provide complete residency documentation at the time of their enrollment. Copies of the required residency document(s) are needed to maintain their enrollment status.

You will be given 30 days from the date of _____ to provide the documentation to the Yazoo County School District.

Please provide current residency documentation (within the last 30 days) using the Yazoo County School District Board approved documents as listed below.

As the custodial parent(s), you need to present three of the following items:

- Doctor's or dentist's bill
- Bank statement
- Automobile license receipt (Car tag registration)
- Credit card statement
- Cell phone bill
- Insurance policy
- State or Federal benefit check
- Salary check stub
- IRS Documentation
- Other residency documentation approved by YCSD administration

Please submit the document(s) to the Yazoo County School District Central Office at 94 Panther Drive, Yazoo City, MS, 39194. If you have any questions, please contact Joe Odum at 662.746.4672.