



PUTNAM COUNTY SCHOOL SYSTEM

ENGAGE *INSPIRE* ACHIEVE

ACCEPTABLE DOCUMENTATION FOR ADDRESS VERIFICATION

PARENT OR LEGAL GUARDIAN:

TWO (2) PROOFS OF RESIDENCY: ARE REQUIRED IN ORDER FOR YOUR CHILD TO ATTEND PUTNAM COUNTY SCHOOLS.

ALL DOCUMENTATION PRESENTED MUST SHOW THE CURRENT MONTH'S DATE AND THE PARENT OR LEGAL GUARDIAN'S NAME.

ACCEPTABLE ADDRESS VERIFICATION DOCUMENTATION:

- Electric Bill
- Water Bill
- Landline Phone Bill
- Current Rental Lease (complete copy, listing all occupants) or Real Estate Purchase Contract
- Cable Bill/Satellite Bill
- A state or federally issued Id will be required from the parent or legal guardian for identification purposes only. Ids cannot be accepted as documentation for address verification. Example: Driver's License

FAMILY THAT HAS RECENTLY MOVED:

1. IF YOU MOVED RECENTLY AND ARE UNABLE TO PROVIDE, YOU WILL BE REQUIRED TO PROVIDE A RENTAL LEASE OR REAL ESTATE PURCHASE CONTRACT.
2. YOU WILL BE GIVEN 30 DAYS TO PROVIDE THE TWO REMAINING DOCUMENTS REQUIRED. IF FAMILY HAS BEEN THERE OVER 30 DAYS, PROOF SHOULD BE PROVIDED IMMEDIATELY.

FAMILY LIVING WITH ANOTHER FAMILY:

1. THE PERSON THAT OWNS OR RENTS THE PROPERTY IN WHICH YOU ARE RESIDING MUST GET A RESIDENCY AFFIDAVIT FORM (OBTAINED IN SCHOOL OFFICE) NOTARIZED, ATTESTING TO THE FACT THAT YOU AND YOUR FAMILY ARE CURRENTLY RESIDING WITH THE LEGAL RESIDENT.
 - THE PERSON THAT OWNS OR RENTS THE PROPERTY MUST PROVIDE TWO ACCEPTABLE PIECES OF DOCUMENTATION FROM THE ABOVE LIST, WHICH VERIFIES THEIR CONNECTION TO THE PROPERTY.
2. YOU, AS THE PARENT OR LEGAL GUARDIAN, MUST ALSO GET A RESIDENCY AFFIDAVIT FORM NOTARIZED, ATTESTING TO THE FACT THAT ALL CURRENT DOCUMENTATION FOR ADDRESS VERIFICATION PRESENTED IS TRUE AND ACCURATE.
 - WITHIN 30 DAYS, YOU, AS THE PARENT OR LEGAL GUARDIAN, WILL BE REQUIRED TO PROVIDE THE SCHOOL TWO CURRENT PIECES OF MISCELLANEOUS MAIL IN YOUR NAME THAT SHOW THE ADDRESS OF THE PERSON WITH WHOM YOUR FAMILY RESIDES. JUNK MAIL IS NOT ACCEPTABLE, ACCEPTABLE PIECES OF MAIL ARE 1.) PAYCHECK 2.) CAR INSURANCE 3.) MEDICAL INSURANCE INFORMATION 4.) STATE SUPPORTED SERVICES.
 - PROOF MUST BE PROVIDED EVERY 9 WEEKS/QUARTERLY.

If you have any questions regarding the above address verification requirements, please contact the school office that serves your current resident address.

I understand and agree to the terms listed in providing the documentation for address verification.. I also understand that documentation for address verification can be requested for any reason, and will be at the discretion of the Putnam County School District.

Date

Signature of Parent or Legal Guardian



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Residency Declaration Affidavit (To be completed by Parent or Legal Guardian)

I, _____, certify that I am the custodial parent/legal guardian of _____ and that I have established my permanent or temporary residency at _____. I also agree that if I move, I will notify Putnam County Schools immediately with my residence information.

I agree that Putnam County Schools may utilize all reasonable and appropriate means it has at its disposal to verify my resident address, and confirm that this affidavit is true and accurate.

Date

Signature of Parent of Legal Guardian

Date

Signature of Parent of Legal Guardian

State of Tennessee
Putnam County

Sworn to before me and subscribed in my presence this _____ day of _____, 20_____.

(Seal)

Notary Public

My Commission Expires _____

Mission: To Produce Individuals Who Serve and Participate Productively in Society





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ENGAGE INSP^{IRE}RE ACHIEVE

Residency Declaration Affidavit (To be completed by Property Owner or Lessee)

Please include a copy of your purchase/lease agreement or deed

I, _____, certify that I am the owner of the residence/apartment located at _____.

I further certify that _____ has established permanent or temporary residence in the aforementioned residence/apartment and, to the best of my knowledge, is not maintaining a separate residence elsewhere. The following children and adults live in my household:

All Adults in Household

All Children in Household

I agree that Putnam County Schools may utilize all reasonable and appropriate means it has at its disposal to verify my resident address, and confirm that this affidavit is true and accurate.

Date

Signature of Property or Lease Owner

State of Tennessee
Putnam County

Sworn to before me and subscribed in my presence this _____ day of _____, 20____.

(Seal)

Notary Public

My Commission Expires _____

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