



## **Proof of Residency**

### **Residency Process**

In order for a student to be eligible to enroll in Leon County Schools, the student's residence must be in Leon County, or the student must be approved by the Leon County School Choice and Reassignment Office.

A student's residence is defined as the primary current residence of the student's parent(s) or legal guardian(s). If a student's parent(s) or legal guardian(s) live in separate residences while sharing physical custody under the terms of a court-order the student may attend the school zone for either residence with appropriate residency documentation.

The Attendance Zone Locator (<http://www.leonschools.net/domain.101>) should be used to determine the appropriate zoned school. School Choice and Reassignment information is available at [www.leonschoolchoice.com](http://www.leonschoolchoice.com).

### **Full and Complete Current Residency**

If the student's primary residence changes, notification and updated documentation must be provided to the school within 10 days.

### **Residency Fraud**

Parent(s)/Guardian(s) are committing residency fraud if they submit an address during the enrollment process that is not their true residence.

If there is reasonable suspicion that the student is not residing at the claimed address, the following procedures may be implemented at the discretion of the Superintendent or designee.

- A letter may be sent to the parent(s)/guardian(s) who have conflicting information requesting that the parent verify and update enrollment information. This may be followed by a phone conversation or home visit.
- The school staff may examine the Property Appraiser's website to determine the parent's homestead (property residence) location. The homestead address of the parent will be used as a factor to determine the student's zoned school. A conflicting address indicates that further investigation is required.

If it is determined that the student is attending a school outside of their zone, the student shall be withdrawn by the school and must be registered and enrolled in the appropriate zoned school.

In all cases the superintendent or designee reserves the right to make an independent investigation and to make the final determination as to the residence of a student.

## Proof of Residency

Leon county School District required detailed proof of residency provided by a parent/guardian or adult student. Policy 5112 requires two forms of "proof of residence." A driver's license is required of all for verification purposes only.

**Please see the following requirements below that best describes your living situation.**

1. **Homeowner:** Reasonable proof of residency **MUST** include one (1) item from each of the following categories.

Category A: Current Mortgage/HUD Statement/Deed/Property Tax Record

Category B: Utility Bill/Home Phone Bill/Cable Bill – dated within the last 30 days

2. **Renter:** Reasonable proof of residency **MUST** include one (1) item from each of the following categories.

Category A: **Current** Signed Lease with names of **everyone living in the household** listed on the lease, AND both tenant and landlord/property manager's signatures and contact information.

Category B: Utility Bill/Home Phone Bill/Cable Bill – dated within the last 30 days

3. If you are **living with a person who owns their home:** Reasonable proof of residency • **MUST** include one (1) item from each of the following categories **in addition to the Affidavits of Residency** on the following pages.

Category A: You **MUST** provide

- Notarized Affidavit of Residency Form – **REQUIRED**
- Driver's License

Category B: Homeowner **MUST** provide **all of the following**

- Notarized Homeowner's/Renter's Acknowledgement Form – **REQUIRED**
- Current Mortgage/HUD Statement/Deed/Property Tax Record
- Utility Bill/Home Phone Bill/Cable Bill – dated within the last 30 days

4. If you are **living with a person who is a renter:** Reasonable proof of residency **MUST** include one (1) item from each of the following categories **in addition to the Affidavits of Residency** on the following pages.

Category A: You **MUST** provide

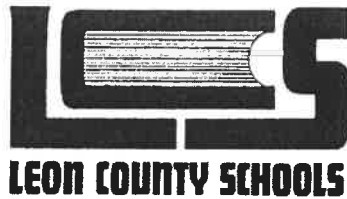
- Notarized Affidavit of Residency Form – **REQUIRED**
- Driver's License

Category B: Homeowner **MUST** provide **all of the following**

- Notarized Homeowner's/Renter's Acknowledgement Form signed by the landlord or property manager – **REQUIRED**
- Current Lease with all required signatures
- Utility Bill/Home Phone Bill/Cable Bill – dated within the last 30 days

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Rocky Hanna

**AFFIDAVIT OF RESIDENCY**

*For families residing with a homeowner or renter*

Under the penalty of perjury and Florida law governing false statements made to public servants, I certify that the information included in this form is true and correct. **Must complete annually.**

Student's Name \_\_\_\_\_

Explain your current living situation.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Current address \_\_\_\_\_ Previous address \_\_\_\_\_  
Dates from \_\_\_\_ to \_\_\_\_ Current owner/landlord/property manager name \_\_\_\_\_  
Address \_\_\_\_\_ Phone Number \_\_\_\_\_

\_\_\_\_\_  
(Print parent/Guardian name)

\_\_\_\_\_  
(Parent/Guardian signature)

STATE OF FLORIDA/COUNTY OF LEON

SUBSCRIBED and SWORN before me on this day of \_\_\_\_\_, 20\_\_\_\_\_, by \_\_\_\_\_, who ( ) is personally known to me or ( ) has produced a Florida Driver's License.

\_\_\_\_\_  
Signature of Notary

\_\_\_\_\_  
Name of Notary typed, printed or stamped

Notary Public, State of Florida at Large

My Commission Number is \_\_\_\_\_

My Commission expires \_\_\_\_\_

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**Page 2 of 2**  
Residential Information

SUPERINTENDENT  
Rocky Hanna

***Homeowner's/Renter's Acknowledgement***  
**(Household Status)**

Under the penalty of perjury and Florida law governing false statements made to public servants, I certify that the information included in this form is true and correct. **Must complete annually.**

I \_\_\_\_\_ acknowledge that \_\_\_\_\_  
(owner/renter) (additional residents)

reside at \_\_\_\_\_

**(Print Homeowner/Property Manager name)**

\_\_\_\_\_  
**(Homeowner/Property Manager signature)**

**Owner/Property Manager Contact Information:**

(Address) \_\_\_\_\_ (Phone number) \_\_\_\_\_

**The Renter's Lease is: circle one**

- Annual
- Month-to-month

**STATE OF \_\_\_\_\_ / COUNTY OF \_\_\_\_\_**

SUBSCRIBED and SWORN before me on this day of \_\_\_\_\_, 20\_\_\_\_\_, by \_\_\_\_\_, who ( ) is personally known to me or ( ) has produced a Florida Driver's License.

**Signature of Notary**

**Name of Notary typed, printed or stamped**

\_\_\_\_\_  
Notary Public, State of \_\_\_\_\_ at Large  
My Commission Number is \_\_\_\_\_  
My Commission expires \_\_\_\_\_

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