

# Proof of Residence

The School District requires detailed proof of residency provided by a parent/guardian or adult student. Please follow the requirements below that best describes your living situation.

1. **If you are a Homeowner:**

Reasonable proof of residence MUST include one (1) item from each of the following categories:

a. Category A. You MUST provide one (1) document:

1. one current utility bill (dated within thirty (30) days - for new services, an activation notice may be accepted);
2. current mortgage/HUD statement (dated within thirty (30) days), or deed with all required signatures;
3. current homestead exemption card.

b. Category B. You MUST provide one (1) document showing your address:

1. homeowners insurance policy;
2. medical insurance statement;
3. property tax record;
4. termite bond; or
5. vehicle registration.

2. **If you are a Renter:**

Reasonable proof of residence MUST include one (1) item from each of the following categories:

a. Category A. You MUST provide one (1) document:

Current lease/rental agreement with the names of everyone living in the household listed on the lease/rental agreement. Lease must have both tenant and landlord/property manager's signature and contact information. If the lease is month to month, a letter from the landlord/owner/property manager is required.

b. Category B. You MUST provide one (1) document showing your address:

1. current utility bill dated within thirty (30) days, bottom portion showing name and service address; for new services, an activation notice may be accepted.
2. medical insurance statement;
3. renter's insurance policy;
4. vehicle registration; or
5. mail from a government agency.

3. **If you are living with a person who owns their home:**

Reasonable proof of residence MUST include one (1) item from each of the following categories in addition to the affidavit(s):

a. Category A. You MUST provide:

1. notarized affidavit of residency form - REQUIRED;
2. vehicle registration; or
3. mail from a government agency.

b. Category B. The HOMEOWNER MUST provide at least two (2) documents:

1. notarized homeowners/renters acknowledgment form - REQUIRED;
2. current utility bill dated within thirty (30) days, bottom portion showing name and service address; for new services, an activation notice may be accepted.
3. current mortgage/HUD statement (dated within thirty (30) days) or deed, with all required signatures; or,
4. current homestead exemption card.

4. **If you are living with a person who is a renter:**

Reasonable proof of residence MUST include one (1) item from each of the following categories in addition to the affidavit(s):

Category A. You MUST provide:

- a. notarized affidavit of residency form - REQUIRED;
- b. current utility bill dated within thirty (30) days, bottom portion showing name and service address; for new services, an activation notice may be accepted.
- c. current lease dated within thirty (30) days, or deed with all required signatures.

5. The following documents may be accepted in the event the aforementioned documents cannot be provided:

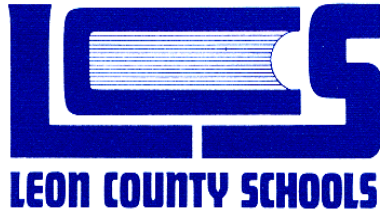
- a. mail from Federal, State, county or city government agencies; educational transcripts or mail from student loan department;
- b. State medical health card or food stamp card with address printed;
- c. W2 form (not handwritten), 1099 form (not handwritten); or,
- d. Form DS2019, Certificate of Eligibility.

6. The Superintendent reserves the right to utilize other means to independently verify a student's residence and/or guardianship status.

7. All submitted documents, addresses, and changes of address are subject to independent verification.

BOARD CHAIR  
DeeDee Rasmussen

BOARD VICE CHAIR  
Georgia "Joy" Bowen



BOARD MEMBERS  
Darryl Jones  
Alva Swafford Striplin  
Rosanne Wood

SUPERINTENDENT  
Rocky Hanna

**Page 1 of 2**  
**Student Information**

*For Families Residing With a Homeowner or Renter*

**AFFIDAVIT OF RESIDENCY**

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 \_\_\_\_\_

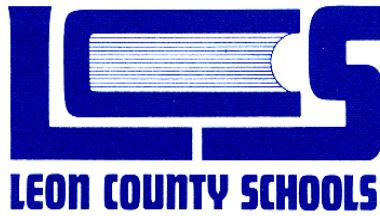
My Commission expires \_\_\_\_\_

2757 West Pensacola Street • Tallahassee, Florida 32304-2998 • Phone (850) 561-8950 • Fax (850) 487-0444 • [www.leonschools.net](http://www.leonschools.net)  
*"The Leon County School District does not discriminate against any person on the basis of sex (including transgender status, gender nonconforming, and gender identity), marital status, sexual orientation, race, religion, ethnicity, national origin, age, color, pregnancy, disability, military status, or genetic information."*

**Building the Future Together**

BOARD CHAIR  
DeeDee Rasmussen

BOARD VICE CHAIR  
Georgia "Joy" Bowen



BOARD MEMBERS  
Darryl Jones  
Alva Swafford Striplin  
Rosanne Wood

SUPERINTENDENT  
Rocky Hanna

**Page 2 of 2**  
**Residential Information**

***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's Contact Information:**

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

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

Annual  
Month-to-month

**Student/Parent-Guardian: 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 \_\_\_\_\_

2757 West Pensacola Street • Tallahassee, Florida 32304-2998 • Phone (850) 561-8950 • Fax (850) 487-0444 • [www.leonschools.net](http://www.leonschools.net)  
***"The Leon County School District does not discriminate against any person on the basis of sex (including transgender status, gender nonconforming, and gender identity), marital status, sexual orientation, race, religion, ethnicity, national origin, age, color, pregnancy, disability, military status, or genetic information."***

**Building the Future Together**