

**SUMNER COUNTY SCHOOL DISTRICT OF TENNESSEE  
RESIDENCY AFFIDAVIT**

**DEFINITION OF USE**

A residency affidavit is used when a parent/legal guardian of a student cannot provide two (2) proofs of residency in his/her name at the time of registration because his/her primary residence is owned or leased by another party and he/she cannot provide any acceptable proofs of residency (listed below).

**INSTRUCTIONS – All items required**

**SECTION 1 – RESIDENCY INFORMATION**

Please enter the name of the parent(s)/guardian(s), the current address, city, zip code and phone number of the residence where the parent(s)/guardian(s) and the child(ren) are currently living.

**SECTION 2 – CHILDREN'S INFORMATION**

Please enter the name, date of birth and current grade level of all school age students residing in the current residence.

**SECTION 3 – HOMEOWNER OR TENANT VERIFICATION**

This section is to be completed by the homeowner or tenant of the residence. Please enter the full name of the homeowner or tenant; the current address/city/zip; the name of the parent(s)/guardian(s). **The homeowner or tenant signs and dates this section for notary.**

**SECTION 4 – SIGNATURE AND NOTARY**

1. Take the completed and notarized form **to your child's zoned school** along with the following required documentation of proof. It is preferable to have both the legal guardian and the homeowner/tenant present when the documents are submitted to the school.
2. For the safety and accountability reasons, the following supporting documentation will be required:
  - A. Parent/Legal Guardian Identification
  - B. Owner/Tenant Proof of Identification, acceptable documentation includes:
    - Current Driver's License/State ID
    - Passport
3. The Owner/Tenant must provide two (2) proofs of residency documents showing his/her name and address. Acceptable documentation includes (Policy JBC):
  - Legal document/lease showing proof of residency for the specific address such as mortgage sheet or lease agreement.
  - Current invoice/bill (electric, gas, water, landline telephone) assigned to a specific address. Cell phone bill is not accepted.
4. **Residency affidavit approvals expire on the last day of the school year.** Sumner County Schools require a student's parent/legal guardian to provide two (2) proofs of residency documents showing his/her name and address with enrollment. If two proofs of residency are not provided, Sumner County Schools may investigate the validity of the information provided by the parent/legal guardian. If the information is found to be fraudulent, Sumner County Schools may formally submit the parent/legal guardian's name to the District Attorney's Office for a civil/criminal investigation.

**FAMILY RESOURCES SUMNER COUNTY:**

SCS Family Resource Center  
695 East Main Street  
Gallatin, TN 37066  
Director: Michael Shelton  
Phone: 615-582-5910

Shalom Zone  
600 Small Street  
Gallatin, TN 37066  
Director: P.J. Davis  
Phone: 615-442-7575

Gallatin Cares  
330 North Durham  
Gallatin, TN 37066  
Phone: 615-452-5732

H'ville Samaritan Center  
116 Dunn Street  
Hendersonville, TN 37075  
615-824-5652

HOPE of White House  
212 Portland Road  
White House, TN 37188  
Phone: 615-672-8006

HOPE of Millersville  
1246 Louisville Hwy  
Millersville, TN 37072  
615-859-0880

Portland Cares  
Hwy 52 East  
Portland, TN 37148  
Phone: 615-325-0562

Amazing Grace Mission  
1037 Park Street  
Westmoreland, TN 37186  
Phone: 615-644-4357

Additional Resource Information Available online at: [www.sumnerresources.org](http://www.sumnerresources.org)

## Sumner County Schools Residency Affidavit

### Section 1-Residency Information

I/We _____ hereby attest that I/we currently reside _____ <i>(parent/guardian)</i>
at _____, _____, _____ <i>Address city telephone #</i>

### Section 2- Children's Information

I/We attest that the children listed below live at the above address.

List name of school aged children	Relationship to Child	Date of birth	Current grade

### Section 3-Homeowner or Tenant Verification

I, _____, hereby attest that I am legal owner of lessee of the <i>Property Owner or Lessee of the residence</i> property located at _____ . I further affirm that <i>Current address</i> _____ and the above mentioned child(ren) are living on a permanent <i>Name of Parent</i> basis at the above address.  <div style="display: flex; justify-content: space-between;"> <span>_____</span> <span>_____</span> </div> <div style="display: flex; justify-content: space-between;"> <span><i>Homeowner or Tenant's Signature</i></span> <span><i>Date</i></span> </div>
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### Section 4- Signature and Notary- (Please read entire statement before signing)

I assume responsibility for notifying Sumner County Schools should the above-described circumstances change. I understand that the statements made herein are subject to the provisions of the Tennessee Criminal Code regarding perjury, unsworn falsifications to authorities, fraud and any applicable offenses. I am aware that the facts as stated are subject to investigation, and should it be determined that the above statements are not true, either now or in the future, my child(ren) will be immediately reassigned to school of zone or removed from Sumner County Schools. In addition, your actions may be submitted to the Sumner County District Attorney's Office for investigation and may pursue civil and/or criminal proceedings. I have read the above conditions of the affidavit, and I verify that statements made herein are true and correct based upon my personal knowledge.

\_\_\_\_\_  
 Signature of Parent/Legal Guardian \_\_\_\_\_  
Date

**Notary Only:** Subscribed and sworn to before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Notary Signature \_\_\_\_\_ Expiration Date: \_\_\_\_\_