



## HAMILTON COUNTY DEPARTMENT OF EDUCATION

3074 Hickory Valley Road  
Chattanooga, Tennessee 37421  
423/209-8400

### PROOF OF RESIDENCE

1. Acceptable documents (2) in the custodial/guardian's name:
  - a. Current electric, water, gas, phone, cable bills within the last 30-60 days
  - b. Current lease or mortgage
  - c. Agency or court documentation
  - d. Government documentation (ex.: IRS, SS Disability, TennCare)
  - e. Insurance (ex.:Medical, Life, Auto, Home)
  - f. Employment
  
2. Parents are living with another family:
  - a. Both families come in and sign the affidavit.  
**(Unless custodial family already has children at this school and living at the same address that is already listed on file and has at least 2 of the above acceptable documents in their name).**
  - b. Supporting family provides 2 of the following:  
Current electric, water, gas, phone or cable bill (within the last 30-60 days); lease with landlord's name and phone number; mortgage, insurance, Agency or court documentation.
  - c. Custodial family must provide exit proof from previous residence, examples: termination, final bill proof; change of address from Post Office or documents in their name at the current address.
  - d. Custodial family must also provide certified Birth Certificates and Social Security cards for children new to Hamilton County.
  - e. Custodial family must have Immunization records put on a Tennessee form (this can be done at the Health Department at no charge or your private physician). Also show the school proof of a recent physical within a year.
  
3. Moving Between School Zones:
  - a. Custodial parent/guardian must provide termination/exit/transfer-final bill proof from the previous address.
  - b. Show two (2) different proofs of the new address in the custodial parent/guardian's name (i.e., utilities, DHS, government documents, insurance)