

## 2018-2019 TCS District Residency Procedures

### Documenting Residency

The burden of proof for documenting residency domicile in the Trussville City Schools District rests with the parent or legal physical custodian of the student. Parents or legal physical custodians domiciled in the Trussville City Schools District are required to prove their residency with the Student Services Department when:

- a. **The student initially enrolls in Trussville City Schools;**
- b. **The student moves at any time;**
- c. **The residency documents on file have expired;**
- d. **Re-enrollment registration is open;**
- e. **There is reasonable suspicion that the student/legal physical custodian is not living at the address on record.**

Proof of legal residency requirements can be satisfied with the following:

1. **If the property is owned and occupied by the parent/legal physical custodian(s):**
  - a. If current, the presentation of a year property tax assessment or registered property deed for domicile.
  - b. Alabama power bill in the parent/legal physical custodian's name showing the domicile address as the power service address; less than 30 days old with no disconnect notice. No payment stubs are accepted.
  - c. A 2<sup>nd</sup> utility bill (gas, water, sewer or cable) in the parent/legal physical custodian's name showing the domicile address as the utility service address ; less than 30 days old with no disconnect notice. No payment stubs accepted.
2. **If the property is leased and occupied by the parent/legal physical custodian(s):**
  - a. If current, the presentation of a signed full lease, which includes a rental term and a list of occupants domiciled in the home. If the lease is outdated, the parent or legal physical custodian(s) will be asked to provide one of the following items:
    - i. A notarized letter from the homeowner stating that the parent/legal physical custodian(s) and student(s) continue to be domiciled at the said address.
    - ii. A valid lease with new term that also includes the list of approved occupants domiciled at the said address;
    - iii. An amendment to the original lease including a new term that also includes the list of approved occupants that are domiciled at the said address.
  - b. An Alabama power bill in the parent/legal physical custodian's name showing the domicile address as the power service address; less than 30 days old with no disconnect notice. No payment stubs accepted.
  - c. A 2<sup>nd</sup> utility bill (gas, water, sewer or cable) in the parent/legal physical custodian's name showing the domicile address as the utility service address; less than 30 days old with no disconnect notice. No payment stubs accepted.

- d. If the lease states that the utility bills are included in the rent and not the parent/legal physical custodian's name, the parent/legal physical custodian(s) must provide four (4) documents establishing the domicile in addition to the lease. Examples of acceptable documents include, but are not limited to:
  - i. Driver's license
  - ii. Car registration
  - iii. Car insurance
  - iv. Medical documents
  - v. Social Services agency documentation
  - vi. Bank statement
  - vii. Payroll stub
  - viii. Voter registration confirmation
  - ix. Postal address change confirmation
  - x. Tax returns
- e. Home checks may be completed by the Student Services Department.

**3. If the property is occupied by the parent/legal physical custodian(s) with the absence of the homeowner and a lease:**

- a. If there is no lease signed by homeowner and the parent/legal physical custodian(s), the parent/legal physical custodian(s) must provide a notarized letter from the homeowner stating that the parent/legal physical custodian(s) and student(s) are domiciled at the said address for a specific term. In addition, the parent/legal physical custodian(s) must present the listed articles in b and c of the above section (2) two.
- b. If the utility bills are not listed in the parent/legal physical custodian's name, the parent/legal physical custodian(s) must provide four (4) documents establishing the domicile, in lieu of articles b and c of the above section (2) two. Examples of acceptable documents include, but are not limited to:
  - i. Driver's license
  - ii. Car registration
  - iii. Car insurance
  - iv. Medical documents
  - v. Social Services agency documentation
  - vi. Bank statement
  - vii. Payroll stub
  - viii. Voter registration confirmation
  - ix. Postal address change confirmation
  - x. Tax returns
- c. Home checks will be completed by the Student Services Department.
- d. Domicile applies to one residence only. All other owned properties are subject to property home checks and requested additional information by the District.

**4. If the property homeowner is incapacitated or deceased and cannot verify the domicile of a parent/legal physical custodian(s):**

- a. The person holding a Power of Attorney for the homeowner, or the Executor of the homeowner's estate can operate in the capacity to verify the domicile of the parent/legal physical custodian(s) and student(s). All legal documents giving this identified party legal authority to act on behalf of the homeowner must be presented to Trussville City Schools.
- b. Notarized address affidavit(s) are required and provided by Trussville City Schools. These affidavits are good for one school year only. Address affidavits will be completed by the parent/legal physical custodian(s) and the home provider by appointment only.
- c. Legal representatives for the homeowner must also provide the following documents at the established appointment:
  - i. If current, the presentation of a year property tax assessment or registered property deed for domicile.
  - ii. Alabama power bill in the homeowner's name showing the domicile address as the service address; less than 30 days old with no disconnect notice. No payment stubs accepted.
  - iii. A 2<sup>nd</sup> utility bill (gas, water, sewer or cable) in the homeowner's name showing the domicile address as the service address; less than 30 days old with no disconnect notice. No payment stubs accepted.
- d. The homeowner's legal representative must accompany the parent/legal physical custodian(s) to the Trussville City Schools Board of Education; Student Services Department each time the address affidavit appointment is required.
- e. The parent/legal physical custodian(s) must provide four (4) of the following documents at the established appointment: Examples of acceptable documents include, but are not limited to:
  - i. Driver's license
  - ii. Car registration
  - iii. Car insurance
  - iv. Medical documents
  - v. Social Services agency documentation
  - vi. Bank statement
  - vii. Payroll stub
  - viii. Voter registration confirmation
  - ix. Postal address change confirmation
  - x. Tax returns

- f. Home checks will be completed by the Student Services Department.
- g. Domicile applies to one residence only. All other owned properties are subject to property home checks and requested additional information by the District.

**5. If the property is occupied by the homeowner, parent/legal physical custodian(s) and student(s): (SECOND PARTY RESIDENCY)**

- a. An appointment must be made with the Student Services Department for signing address affidavits and turning in residency proofs.
- b. The parent/legal physical custodian must provide four (4) of the following documents at the established appointment: Examples of acceptable documents include, but are not limited to:
  - i. Driver's license
  - ii. Car registration
  - iii. Car insurance
  - iv. Medical documents
  - v. Social Services agency documentation
  - vi. Bank statement
  - vii. Payroll stub
  - viii. Voter registration confirmation
  - ix. Postal address change confirmation
  - x. Tax returns
- c. The homeowner must also provide the following documents at the established appointment:
  - i. If current, the presentation of a current year property tax assessment or registered property deed for domicile.
  - ii. Alabama power bill in the homeowner's name showing the domicile address as the service address; less than 30 days old with no disconnect notice. No payment stubs accepted.
  - iii. A 2<sup>nd</sup> utility bill (gas, water, sewer or cable) in the homeowner's name showing the domicile address as the service address; less than 30 days old with no disconnect notice. No payment stubs accepted.
- d. Notarized address affidavit(s) are required and provided by Trussville City Schools. These affidavits are good for one school year only. Address affidavits will be completed by the parent/legal physical custodian(s) and the home provider during the established appointment.
- e. The homeowner must accompany the parent/legal physical custodian to the Trussville City Schools Board of Education; Student Services Department each time the address affidavit is required.

- f. Home checks will be completed by the Student Services Department.
- g. Domicile applies to one residence only. All other owned properties are subject to property home checks and requested additional information by the District.

### **Address Changes**

Parent(s) or legal physical custodian(s) of students enrolled in Trussville City Schools are required to report a change of address within fourteen (14) business days of the family move. To report an address change, the parent(s) or legal physical custodian(s) must follow the applicable steps and gather the outlined criteria in this document (listed above).

Parent(s) or legal physical custodian(s) should contact the Trussville City Schools Student Services Department @ 205-228-3782 to complete their address change once the outlined criteria has been met.

Transportation services may be denied until a new domiciled address has been reported, documented and verified by the Student Services Department.