

RESIDENCY REQUIREMENTS

CRITERIA FOR ESTABLISHING RESIDENCY

Regardless of the Instructional Plan chosen, it is the expectation of ACS that our students reside full time in the city limits of Auburn with the Enrolling Adult. Additional enrollment requirements have been developed to facilitate custodial and visitation exchange designations.

The residence for purposes of enrollment in ACS is the primary domicile of the Enrolling Adult.

Pursuant to ACS Custody Policy, the Enrolling Adult must be one of the following:

1. the biological or adoptive parent of a child that is not subject to any additional adjudicated/court ordered custodial designation or;
2. the adult with adjudicated/court ordered sole legal primary physical custody or;
3. the adult with adjudicated/court ordered joint legal and primary physical custody or;
4. the adult with adjudicated/court ordered joint legal and joint physical custody or;
5. the adult with adjudicated/court ordered appointed permanent legal guardianship.

All custodial designations must be of a permanent nature. ACS does not recognize temporary custodial arrangements for purposes to establish residency.

The residence, as used herein, shall mean the true, fixed, and permanent home and principal establishment to which whenever absent, the parent, parent with sole legal and primary physical custody, the joint legal and primary physical custodian or the court appointed legal guardian of the student intends to return to each evening. The residence, as used herein, is distinguished from a temporary or secondary place of residence established for some specific purpose but is not the fixed permanent residence of the parent, parent with sole legal and primary physical custody, the joint legal and primary physical custodian and the joint legal and joint physical custodian or the court appointed legal permanent guardian.

Biological or designated custodial parents who live in separate residences will be asked to provide custodial documentation for the enrolling parent.

EMANCIPATION

A student must be (19) years old or older to legally establish a residence without a parent/adjudicated/court ordered guardian in order to enroll in Auburn City Schools. Emancipation documents will be required.

PROOF OF RESIDENCY

All Auburn City Schools students must domicile within the Auburn city limits with their custodial parent, an adult with sole legal and primary physical custody, an adult with joint legal and primary physical custody, or an adult with joint legal and joint physical custody and with a custodial exchange schedule (adhered to) that meets ACS requirements or with their court appointed permanent guardian.

It is the intent and desire of ACS that all students who live within the city limits of Auburn are registered and enrolled in a timely manner.

ACS does not accept for enrollment students who reside outside of the city limits of Auburn via any type of waiver or tuition payment.

A student whose residency is not fixed could be eligible for special residency designations that may allow for other registration options. Contact the Counseling and Social Services Coordinator for guidance and see the *Homeless Student Designation* Section in the *Parent and Student Handbook*.

PROOF OF RESIDENCY (POR)

By requirement of Auburn City Schools, it is the responsibility of the Enrolling Adult (parent/legal custodian or guardian) each and every year to provide and maintain current proofs of residency for their student(s). **The burden of proof in providing current residency documentation is the responsibility of the parent/legal custodian or guardian.** Failure to provide the required proofs may prohibit the returning or new student from being enrolled for the requested school term/year.

The residency documentation is uploaded by the enrolling adult at the time of the student's on-line registration. All uploads must be complete, clear and concise. Submitted documents must be in the name of the Enrolling Adult with the primary residence listed for the address. The proofs (originals and uploaded forms) must be clear, legible, signed if applicable, not altered, dated, show residence address and parent/legal guardian's name. Additional documentation may be required at any time that residency or the residency documentation provided is thought to be in question or not adequate.

All Proof of Residency (POR) documents are subject to review and approval by the school administration and will not be forwarded to the child's enrollment file until that approval is given. Fall enrollment verification is completed over the course of the summer and may not be complete until the new school year begins. Room assignments or schedules may not be assigned until POR documents have been approved.

The Enrolling Adult (parent/legal custodian and guardian) must provide for each student at each school one (1) of the following combinations of residency proofs all in the enrolling adult's name:

Home Ownership:

- Lee County property tax paid receipt (not the appraisal) for the most current tax year **AND** a current month's utility billing (power/water or gas).
 - From the office of the Lee Co Revenue Commissioner:
 1. They may provide an emailed property tax receipt. Phone 1-855-212-8024
 2. Receipt may also be available at <http://leecountyrevenuecommissioner.com> choose online property search & pay, accept terms, then view/pay property taxes; search by name or address
- Warranty deed (physical and legal address noted, recorded/filed/signed) **AND** current month's utility billing (power/water or gas).
- Recent Home Purchase - Warranty Deed (signed/dated) with Real Estate Sales Validation Form (signed/dated) **AND** utility statement of service or current month's utility billing for owner and property (power/water or gas).
- Current Mortgage Statement specifically indicating the mortgaged property address and specifically identifying the mortgagor (borrower) and the mortgagee (lender) **AND** utility statement of service or current month's utility billing for owner and property (power/water or gas).

Rental Property:

- Current lease/rental agreement * **AND** Lessee's current month's utility billing or utility statement of service (power/water or gas)
 - *Lease must be official, signed, notarized if applicable, unaltered with active begin/end dates.
 - *If lease expires during the school year, a renewed active lease/extension must be provided to each child's school at the time of expiration and renewal.
 - *Leases on or extended to a month-to-month basis require a *Residency Affidavit* to be filed to include each child.

Mobile Home Ownership or Rental

- Mobile home ownership document **AND** Lot Lease **AND** current month's utility billing or utility statement of service for owner and property (power/water or gas)
- Mobile home rental contract (private owner) **AND** Lot lease or Lot Lessee statement of occupancy (on letterhead, dated, occupants listed) **AND** current month's utility billing or utility statement of service for owner and property (power/water or gas)
- Mobile home park rental contract or Lot Lessee statement of occupancy (on letterhead, dated, occupants listed) **AND** current month's utility billing or utility statement of service for owner and property (power/water or gas)

Extended Stay Hotel or Other Temporary Rental Circumstances (ex: VRBO) require a residency affidavit.

- Lease agreement/receipt for no less than one school week. Receipts must be provided and kept current through-out the life of the student's enrollment. Two secondary proofs will also be required.

RESIDENCY AFFIDAVIT

If the Enrolling Adult (parent/legal custodian or guardian) lives in the city of Auburn and is for any reason **unable to provide the required proofs of residency listed above** and they wish to register a new student(s) or to continue the enrollment of a current ACS student(s), they may complete and submit a *Residency Affidavit* for approval at the ACS Board of Education Residency Office **PRIOR** to registration/enrollment or continued attendance.

Some situations that automatically require a Residency Affidavit:

- lease is expired and/or renting is on a month-to-month basis
- currently living, whether temporarily or permanently, in another person's residence
- currently living, whether temporarily or semi-permanent, in an extended stay hotel or daily rental hotel
- current living arrangement does not allow for the submission of the required proofs

Contact the Board of Education Residency Office for the *Residency Affidavit* form or with questions regarding this procedure. The *Residency Affidavit* is **not** provided online.

Proof for Residency Affidavit

The enrolling parent/legal custodian or guardian must provide the following POR for the affidavit:

1. Primary Documentation: The homeowner's current document proofs held in their name as outlined above for proof of residency.
2. The homeowner will be asked to sign the affidavit confirming the submitted proofs if the homeowner lives in the residence presented and/or if the proofs are not adequate as presented. *Residency Affidavit* signatures can only be notarized by the ACS Residency Office.

3. Secondary Documentation: The Enrolling parent/legal custodian or guardian must submit an additional two (2) current proofs of residency which establishes a commercial connection between their name and current address, this may include commercial mailings, electronic account printed statements, bills, driver's license, car tag receipt, or other approved documents as determined by student services. A waiver of four (4) weeks may be given to new residents for the secondary proofs to be submitted. However, the child's enrollment status will not be considered final until the secondary proofs are received and approved by the Residency Office. Failure to provide both secondary proofs could subject the child's pending affidavit to be voided and the child's enrollment to be rescinded.
4. Extended Stay - Lease agreement/receipt for no less than one school week. Receipts must be provided and kept current throughout the life of the student's enrollment. Two secondary proofs will also be required.

CHANGE OF ADDRESS OR CONTACT INFORMATION

It is the responsibility of the parent/legal custodian or guardian to notify each respective school in which their child attends when there is a change in address of the child, a change in residency status, a change of contact phone numbers and or e-mail addresses previously provided as their child's contact information. This information is to be presented to the school(s) no more than five days after taking occupancy at the new address or the date of this information change.

HOME VISIT RESIDENCY CHECK

If an employee of the Auburn City Board of Education receives one (1) of the following notifications listed below, an unannounced home visit to verify residency will be conducted by the ACS Residency Coordinator and a uniformed police officer as part of the residency confirming process:

- Students entering or continuing their enrollment to Auburn City Schools on a Residency Affidavit;
- Student does not reside with the enrolling adult, custodial parent, adjudicated custodian or adjudicated guardian whichever is applicable at the given enrollment address;
- Custodial/Guardianship documents have not been properly executed;
- Proper Enrolling Adult does not reside every day within the Auburn city limits;
- ❖ If the custodial parent/legal guardian of an enrolled student has been found to live outside of the city limits, and then establishes a residence within the city limits, the following criteria must be met prior to the approval for students to remain enrolled with Auburn City Schools:
 - Complete documentation of residency
 - A home visit to the residence by the Residency Coordinator

If the parent/legal custodian or guardian fails to cooperate with the Residency Coordinator, the school principal will be informed that confirmation was not possible and termination of enrollment from the school system will be required.

Parents are responsible for providing accurate and up-to-date information including, but not limited to, their residential address (temporary or permanent) to school officials.

***To report residential school enrollment fraud contact (334) 887-1906. All reports will be kept confidential.
Giving false information to a public official in the performance of his/her duty is a violation of the
Code of Alabama § 13A-10-109 (a) and is punishable by a fine of \$500.00 and up to (90) days in jail.***