

Administrative Directive Title: Enrollment Documentation	AD Number: 6.203.1	Adopted: November 1985 Former Descriptor: STU9, STU35
Policy References: Board Policy 6.203 - School Admissions	Revised: 3/99, 2/14, 7/14, 3/19, 7/19, 11/24	

1 **PROOF OF RESIDENCY**

2 All enrolling parents or guardians must provide proof of residency within the school district at the time
 3 of registration. The documents provided must include the parent/guardian’s name and the physical
 4 address of the residence. Post office boxes are not accepted as proof of residency.

5 Acceptable Forms of Proof of Address:

- 6 • **Utility Bill:** A current gas, water, or electricity bill dated within the last 30 days.
- 7 • **Lease Agreement/Mortgage Statement:** A signed lease/rental agreement or mortgage statement.
- 8 • **Property Tax Statement:** A recent property tax statement for the residence.
- 9 • **Voter Registration Card:** Showing the current residential address.

10 **AFFIDAVIT OF RESIDENCY**

11 In circumstances where the parent or guardian is unable to provide the standard proof of residency (such
 12 as when renting without a formal lease, co-living, or residing in temporary housing), an Affidavit of
 13 Residency may be submitted. The affidavit must be completed and signed by both the parent/guardian
 14 and the individual who owns the property or with whom they are residing, if applicable. The affidavit
 15 must be notarized and state the current living situation, including the full address of the residence. In
 16 addition to the affidavit, the individual who owns or leases the residence must provide one form of proof
 17 of address from the list above (e.g., a utility bill or lease agreement). Affidavits of residency must be
 18 renewed annually. The district reserves the right to request updated documentation or conduct home
 19 visits to verify the accuracy of the information.

20 **ACCURATE INFORMATION**

21 Parents/guardians are responsible for providing accurate and truthful information regarding their
 22 residence. If the district determines that a student has been enrolled based on false or misleading
 23 information, the following actions may be taken:

- 24 • **Immediate Transfer:** The student will be required to transfer to the appropriate school based on
 25 the correct residence.
- 26 • **Legal Action:** The district may pursue legal action to recover restitution for fraudulent
 27 representation of the child’s residence for an amount equal to the per pupil expenditure for the
 28 district in which the student is fraudulently enrolled.

29 The district may conduct periodic verification of student residency. This may include home visits,
 30 additional documentation requests, or interviews with the homeowner/renter. If discrepancies are

31 identified during the verification process, the district will initiate a review of the student's enrollment
32 status.

33 **ENROLLMENT BY POWER OF ATTORNEY**

34 Under TCA 34-6-301, a parent or guardian may execute a Power of Attorney to delegate parental
35 authority for the care or custody of a child when hardship prevents the parent or guardian from caring
36 for the child. This document allows the individual to make educational decisions, enroll the child in
37 school, and consent to school-related activities. Hardships may include but are not limited to:

- 38 1. The serious illness or incarceration of a parent or legal guardian;
- 39 2. The physical or mental condition of the parent or legal guardian or the child is such that care and
40 supervision of the child cannot be provided; or
- 41 3. The loss or uninhabitability of the child's home as the result of a natural disaster.

42 The Director of Schools or designee may consider additional hardships on a case-by-case basis.

43 The power of attorney for care of the minor child must be signed by the parent and acknowledged before
44 a notary public or two witnesses who shall sign and date their signatures concurrently and in each other's
45 presence. The district may require documentation or other verification of the validity of the stated
46 hardship.

47 The power of attorney for care of a minor child may be terminated by a written document signed by
48 either parent with legal custody. The power of attorney for care of a minor child may also be terminated
49 by any order of a court of competent jurisdiction that appoints a legal guardian or legal custodian.