

May 1, 2020

To the Parents of Ann Smith Elementary,

As this current year draws to a close, we are already gearing up for the 2020-2021 school year. It is once again time to submit Residency Verification on **ALL** returning students. Parents are asked to provide proof of residence and updated enrollment documents each year. This procedure maintains the policy set forth by the Madison County School District in accordance with the MS Department of Education guidelines. You can send your residency verification documents:

- via email to our Data Clerk Mrs. Becky at ([bponthieux@madison-schools.com](mailto:bponthieux@madison-schools.com)) or
- by mail to 306 South Pear Orchard, Ridgeland, MS 39157 or
- Drop off at the front off between the hours of 8:00-3:00.

**Everyone will need to submit the following for verification of residency:**

You must provide a copy of a current utility bill (electric, water, or gas) that clearly shows your name, street address, service address, and date (April or May 2020). No cell phone bills will be accepted.

**If you lease your home:**

You must submit a current lease agreement signed by the homeowner in addition to the current utility bill. Your name must be listed on the lease. Also, your student's name must be listed as an occupant.

**Special Affidavit students will be given a date over summer break to complete the enrollment process.**

Again, every student who plans to attend Ann Smith Elementary for the fall of 2020 must provide this documentation before the start of the next school year. If you have any questions, please call the front office at (601)856-6621.

Sincerely,

Karen Harness

Principal, Ann Smith Elementary