**DEFINITION OF RESIDENCY**

Definition of “residency” for school attendance purposes: the student and the parent/guardian physically reside full time, week days, week nights and weekends, at a dwelling located within the boundaries of the Madison County Schools. The school district administrative staff will verify the residence of each student.

Residency requirements are strictly enforced. The residency requirements outlined below are minimum requirements. **The District reserves the right to require additional documentation and verification at any time.**

**Principals are empowered by the Madison County Board of Education to determine at any time that a child is not legally enrolled and may not attend classes.**

**DOCUMENTATION**

A parent or legal guardian must accompany each student seeking to enroll in the District. No student will be officially enrolled in the Madison County School District until all of the following requirements have been fully satisfied.

* Present proof of residency within the Madison County School District;
* Present a certified birth certificate (not a copy);
* Present a certified court order of guardianship when enrolling a student as his/her legal guardian;
* Present a certificate of health compliance (immunization form) issued by the Mississippi Department of Health or a local physician as required by Mississippi law;
* Present address of previous school attended;
* Present withdrawal information from the previous school attended;
* Present a report card (elementary, middle school), or a transcript (high school);
* Passports will be accepted for out-of-country students pending receipt of a certified birth certificate within 30 days.

**Note: Providing false information or false documents in order to register a student within the District may result in immediate withdrawal of the student from the school he/she is attending. Any suspicious information will be turned over to the District’s security office for investigation.**

**ENROLLMENT PROCEDURE**

The District registers students on-site at the school they are assigned to attend, based upon where they reside within the District. Each student must establish his/her residence in the following manner:

**NEW STUDENTS**

The parent of a student seeking to enroll must provide the District with the following items:

1. Mortgage document, filed homestead exemption, property deed, property tax notice, closing statement

**OR**

2. An apartment or home lease – all leases must be current, signed by the owner, and in the case of an apartment, the name of every occupant must be listed on the lease.

**AND**

3. One current utility bill – (electric, water, gas or internet/ cable) showing residence property address.

Other residency documentation approved by school administration.

In addition to the above, a utility disconnect notice from the previous address and proof of reconnect at the current address may be required.

**CONTINUING STUDENTS**

In succeeding years, all continuing students, whose residence has remained unchanged, will be required to submit one current utility bill (only electric, water, or gas will be accepted) to prove residency, as part of the pre-registration process and all leases must be current, signed by the owner; and in the case of an apartment, the name of every occupant must be listed on the lease.

**STUDENTS RESIDING WITH LEGAL GUARDIANS**

In addition to providing documentation of residency as outlined above (Items 1 – 3), a student who is living with a legal guardian who resides in the District will submit a stamped, filed copy of the final decree approving the guardianship or a certified copy of the filed petition for guardianship if the matter is currently pending before the court.

**STUDENTS RESIDING WITH PARENT/LEGAL GUARDIAN IN A HOME NOT OWNED OR RENTED BY THE PARENT/LEGAL GUARDIAN (SHARED RESIDENCY – ENROLLMENT BY SPECIAL AFFIDAVIT)**

Special Affidavits are processed through the Central Office. The District requires that the parent/legal guardian of a student residing in a home not owned or rented in the name of the parent/legal guardian must provide proof of residency at the District Central Office before the student may be enrolled. **Both the parent/ legal guardian of the student and the owner/leaseholder of the property must meet with Central Office personnel each year. The parent/guardian and the owner/leaseholder must be present and provide the following documents:**

**Owner/leaseholder must provide:**

1. Mortgage documents, filed homestead exemption, property deed, property tax notice, closing

statement, **or** a copy of a fully executed apartment or home lease signed by the owner. In the case of an apartment, the name of every occupant must be listed on the lease. The lease must be current during the school year.

2. **One** utility bill (electric, gas, water, internet/ cable bill) in owner/leaseholder’s name, current

at the time of registration, and showing residence property address.

**Parent/Guardian Living with owner/leaseholder must provide ONE of the following:**

1. Valid Mississippi driver’s license or state identification with residence property address or automobile registration (valid during current school year) showing residence property address

**Parent/Guardian Living with owner/leaseholder must provide TWO of the following:**

1. Government mailing from county, state, or federal agency showing residence property address

2. Utility bill (electric, gas, water, internet/ cable), bank statement, check stub or W2, current insurance policy or card, and medical billing in the parent/guardian’s name, current and showing residence property address

If documentation is approved, the parent/guardian must attest that the parent/guardian and the student live with the owner/leaseholder full-time and must sign an “Affidavit Statement of Legal Residency” form.

**Once residency has been verified through the Central Office, the parent/guardian must complete enrollment at the school.**

**NOTE: If both parents share joint legal custody,** in addition to enrollment documentation listed above, parents must provide a stamped, filed copy of the court order identifying each parent’s respective responsibilities. In the case where both parents reside in the District but in different attendance zones, **both** parents must sign a declaration stating the attendance zone the student will attend for the current school year. Both parents are responsible for immediately notifying the school of any modifications to the court order regarding legal custody of the child.

No student will be officially enrolled in Madison County Schools until all of these requirements have been fully satisfied.

**NOTE**: **Both the cities of Madison and Ridgeland have adopted city ordinances with strong penalties for falsification of residency information in order to enroll a child in Madison County Schools. Detailed copies of these ordinances can be found on the websites of each city.**