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The Madison County School 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 before the student can enroll. This must be completed each year that a student is enrolled in Madison County Schools. **Both the parent/ legal guardian of the student and the owner/leaseholder of the property must meet with District personnel each year. The parent/guardian and the owner/leaseholder must be present and provide photo IDs and documents listed on the back of this letter.**

**Special Affidavit Verification of Residence dates for the 2024-2025 School Year:**

- **Current Special Affidavits Returning for the 2024-2025 School Year—MAV ZONE**  
**Monday, April 22, 3:30 - 7:30** at  
Madison Crossing Elementary School, 300 Yandell Rd, Canton, MS 39046
- **Current Special Affidavits Returning for the 2024-2025 School Year—JAG ZONE**  
**Tuesday, April 30, 3:30 - 7:30** at  
Madison Avenue Upper Elementary School, 1209 Madison Ave, Madison, MS 39110
- **Current Special Affidavits Returning for the 2024-2025 School Year—TITAN ZONE**  
**Tuesday, May 7, 3:30 - 7:30** at  
Highland Elementary School, 330 Brame Rd, Ridgeland, MS 39157
- **Current Special Affidavits Returning for the 2024-2025 School Year—FALCON ZONE**  
**Thursday, May 9, 3:30 - 7:30** at  
Camden Elementary School, 4784 Hwy 43 North, Camden, MS 39045  
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- **New Enrollees or Current Special Affidavits Returning for the 2024-2025 School Year**  
**Tuesday, June 18, 9:00 - 3:00** at  
MCS Central Office, 476 Highland Colony Parkway, Ridgeland, MS 39157
- **New Enrollees or Current Special Affidavits Returning for the 2024-2025 School Year**  
**Monday, July 22, 1:00 - 7:00** at  
MCS Central Office, 476 Highland Colony Parkway, Ridgeland, MS 39157  
**\*\*\* THIS IS THE LAST OPPORTUNITY TO COMPLETE A SPECIAL AFFIDAVIT BEFORE SCHOOL STARTS \*\*\***

**\*\*\* ALL DOCUMENTS MUST BE CURRENT (within the last 60 days), SHOW CORRECT RESIDENCE ADDRESS, AND SUBMITTED ON PAPER. ONLINE BILLS MUST BE SUBMITTED ON PAPER. \*\*\***

Once the special affidavit residency is verified & completed by District personnel, the parent/guardian must complete enrollment at the school and provide the following documentation to the school:

1. Certified birth certificate (not a copy)
2. Certified court order of guardianship if enrolling a student as his/her legal guardian
3. Certificate of health compliance (immunization form #121) issued by the Mississippi Department of Health or a local physician as required by Mississippi law
4. Address of previous school attended
5. Withdrawal information from the previous school attended, including current discipline report
6. Report card (elementary, middle school), or a transcript (high school)
7. Passports will be accepted for out-of-country students pending receipt of a certified birth certificate

**NOTE: If both parents share joint legal custody**, in addition to the documents listed above, parents must also provide a certified copy of the court order identifying each parent's respective award of physical custody. 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 these requirements have been fully satisfied. \*\*\***



MADISON COUNTY  
SCHOOLS

Special Affidavit Checklist

\*\*\* Please Note \*\*\*

- 1. Homeowner/Leaseholder and Parent/Guardian must both be present to complete the Special Affidavit
- 2. The Special Affidavit cannot be completed until required documentation is presented
- 3. All documents must be current (**within 60 days**), bear the **correct address** and be submitted in hardcopy form
- 4. Because form is notarized, both parties must present a valid photo ID

\*\*\*\*\*

Homeowner/Leaseholder Must Provide ONE Document from EACH GROUP:

Group 1:

- Mortgage Document
- Original Lease signed by property owner and tenant.  
**Occupants must be listed.**  
Lease expires: \_\_\_\_\_
- Homestead Exemption Application
- Deed
- Current property tax notice from Madison County Tax Assessor

Group 2:

- Current Utility Bill\*  
**(electric, gas, water, home cable/internet)**  
**\* Disconnection/Late notice not accepted**
- \*\*For a home lease, a copy of the homeowner's deed must also be provided. If using a property management company, a contract between the homeowner & property management company.\*\**

Parent/Guardian living with Homeowner/Leaseholder Must Provide:

**\*\*\* ALL ITEMS MUST HAVE THE CURRENT ADDRESS \*\*\***

Group 1 (must provide one)

- Current MS Driver's License
- State Identification Card
- Madison County Auto Tag Receipt
- Federal Immigration Documents

Group 2 (must provide two different)

- Medical Bill
- Bank Statement (mobile payment services are not acceptable)
- Paycheck Stub or most recent W2
- Current Insurance Policy or Card
- Current Utility Bill in Parent/Guardian's Name\*  
**(electric, water, gas or home cable/internet)**  
**\*Disconnection/Late notice not accepted**
- Government Mailing from County, State or Federal Agency



MADISON COUNTY  
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## Lista de Verificación de Declaración Jurada Especial

**\*\*\* Tenga en cuenta \*\*\***

1. El propietario/arrendatario y el padre/tutor deben estar presentes para completar la Declaración Jurada Especial
2. La Declaración Jurada Especial no se puede completar hasta que se presente la documentación requerida
3. Todos los documentos deben estar actualizados (**dentro de los 60 días**), llevar la dirección correcta y enviarse en forma impresa
4. Debido a que el formulario es notariado, ambas partes deben presentar una identificación con foto

El propietario/arrendatario debe proporcionar **UN** documento de **CADA**

### GRUPO:

#### Grupo 1:

- \_\_\_ Documento de Hipoteca
- \_\_\_ Contrato de arrendamiento original firmado por propietario e inquilino.  
**Los ocupantes deben estar enumerados.**  
El contrato de arrendamiento expira: \_\_\_\_\_
- \_\_\_ Solicitud de Exención de Vivienda Familiar
- \_\_\_ Alimentación para el hogar
- \_\_\_ Aviso actual del impuesto sobre la propiedad de Tasador de Impuestos del Condado de Madison.

#### Grupo 2:

- \_\_\_ Factura actual de servicios públicos\*  
(electricidad, gas, agua, cable/internet en el hogar)  
**\* No se acepta desconexión/aviso tardío**

*\*\*Para un contrato de arrendamiento de vivienda, una copia de la se debe proporcionar la escritura. Si se usa una propiedad la compañía administradora, un contrato entre el de administración de propiedades y propietarios de viviendas.\*\**

El padre/tutor que vive con el propietario/arrendatario debe proporcionar:

**\*\*\* TODOS LOS ARTÍCULOS DEBEN TENER LA DIRECCIÓN ACTUAL \*\*\***

#### Grupo 1 (debe proporcionar Uno)

- \_\_\_ Licencia de conducir actual de MS
- \_\_\_ Tarjeta de Identificación Estatal
- \_\_\_ Automóviles en el condado de Madison  
Recibo de etiqueta
- \_\_\_ Documentos Federales de Inmigración

#### Grupo 2 (debe proporcionar Dos diferentes)

- \_\_\_ Factura médica
- \_\_\_ Estado de cuenta (no se aceptan servicios de pago móvil)
- \_\_\_ Talón de cheque de pago o W2 más reciente
- \_\_\_ Póliza de seguro actual o Tarjeta
- \_\_\_ Factura actual de servicios públicos a nombre del padre/tutor\*  
(electricidad, agua, gas o cable/internet doméstico)  
**\*No se acepta desconexión/aviso tardío**
- \_\_\_ Correo del gobierno desde el condado, agencia estatal o federal