



**Pontotoc City School District**  
**Affidavit Procedures**  
**140 Education Drive, Pontotoc, MS 38863**



1. **Two of the six proofs of residency** matching the property owner/lease holder's name and address:
  - Filed homestead exemption (must be for the current year)
  - Mortgage documents or property deed (mortgage documents must indicate the current year; if property deed is used, physical address must appear on the deed)
  - Apartment or home lease (must be current)
  - Utility bill (must be within the last two month prior to registration, no final bill or disconnect notices accepted.)
  
2. **The parent or guardian must provide one proof of residency** that ties him/her to the property owner's/leaseholder's residence. This may include government documents not listed above.
  
3. With any residency of new students, court documents may be requested to verify custody.
  
4. Completed residency forms must be notarized to complete the process prior to registration.
  
5. Affidavits will be completed at the school your child/children will be attending.
  
6. If legal custody of a child is split between two parents, in addition to the documents listed above, you must also attach a certified copy of the court order identifying each parent's respective award of physical custody. You are responsible to immediately inform the school of any changes to the court order.

*\*Determination may consist of home visit by SRO to verify student residency.*

**STUDENTS TO ENROLL: (must provide student's first, middle and last name)**

Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Grade Level: \_\_\_\_\_ School: \_\_\_\_\_

Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Grade Level: \_\_\_\_\_ School: \_\_\_\_\_

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Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Grade Level: \_\_\_\_\_ School: \_\_\_\_\_



**AFFIDAVIT OF RESIDENCY**

Personally appeared before me, the undersigned legal authority in and for the jurisdiction aforesaid, the within named, \_\_\_\_\_, who states under oath and penalty of perjury the following:

1. I reside at \_\_\_\_\_, which is located within Pontotoc City School District.
2. The relationship between \_\_\_\_\_ and Affiant is \_\_\_\_\_.  
\_\_\_\_\_ Lives in my home full time.
3. The reason why \_\_\_\_\_ is living with me is as follows: \_\_\_\_\_.
4. \_\_\_\_\_ is not living with me for the purpose of attending school in Pontotoc City School District.

**Falsification of any information or document required for residency verification or the use of the address of another person without actually residing there may result in; a) revocation of student enrollment; b) being held liable to reimburse the district for expenses incurred to educate this student; and/or c) civil action resulting from fraud, negligent misrepresentation and negligence.**

\_\_\_\_\_  
Homeowner/Leaseholder

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Date

Sworn to and subscribed before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public  
(Place Notary Seal or Stamp below)

\_\_\_\_\_  
My Commission Expires