

Principal's Checklist for 2nd Party Residence Verification

Alexander City Board of Education
375 Lee St. Alexander City, AL 35010

Student Name(s)	Grade(s)	Parent/Custodian Name
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Address of Residence

DOCUMENTS REQUIRED FROM HOMEOWNER OR LEASE HOLDER:

- _____ Mortgage, deed, tax card or bona fide lease signed by lessor and lessee (Parent/custodian of above student must be listed on lease as occupant or have verifiable letter from landlord).
- _____ Two (2) utility bills at the residence address in the name of the person listed on the mortgage, deed, tax card or lease.

DOCUMENTS REQUIRED FROM PARENT:

At least **two (2)** of the following items showing the name of the parent/custodian with the address on the mortgage, deed, tax card or lease referred to above:

- _____ Current bank account information showing activity within the last thirty (30) days
- _____ W-2 forms
- _____ Pay stubs from the parent's current employer or a certified statement of employment
- _____ Current automobile tag registration
- _____ Any current court documentation
- _____ Current proof from any state or federal governmental agency or program
- _____ Current proof of insurance
- _____ Any other item approved by the school principal

STUDENT DOCUMENTS FOR REGISTRATION:

- _____ Birth Certificate
- _____ Alabama Immunization Form – current
- _____ Social Security Card for student
- _____ Proof of court appointed legal and physical custody, if applicable (notarized statements, Power of Attorney, Delegation of Parental Authority are not acceptable)
- _____ Withdrawal form and last report card from previous school
- _____ Other documents as the Principal deems necessary (i.e. - photo ID or Alabama driver's license)

PRINCIPAL'S DETERMINATION (Principal should check one of the following):

- _____ **Must verify second party situation with Central Office:** Approved at local level by the principal. **NEXT STEP:** The **owner of the second party residence and the parent or court appointed legal custodian seeking enrollment** are required to come to the Alexander City Board of Education **with this form and photo ID** to verify their residence and sign sworn affidavits attesting to that living arrangement.
- _____ **New affidavits not required.** Returning Student with Affidavit on file. Current proof of residence has been provided by the property owner and parent. Parent is **not** required to go to board. A copy of this form should be sent to the Alexander City Board of Education.

Principal / Designee

School