

**SUMNER COUNTY SCHOOL DISTRICT OF TENNESSEE  
RESIDENCY AFFIDAVIT**

**DEFINITION OF USE**

A residency affidavit is used when a parent/legal guardian of a student cannot provide two (2) proofs of residency in his/her name at the time of registration because his/her primary residence is owned or leased by another party and he/she cannot provide any acceptable proofs of residency (listed below).

**INSTRUCTIONS – All items required**

**SECTION 1 – RESIDENCY INFORMATION**

Please enter the name of the parent(s)/guardian(s), the current address, city, zip code and phone number of the residence where the parent(s)/guardian(s) and the child(ren) are currently living.

**SECTION 2 – CHILDREN'S INFORMATION**

Please enter the name, date of birth and current grade level of all school age students residing in the current residence.

**SECTION 3 – HOMEOWNER OR TENANT VERIFICATION**

This section is to be completed by the homeowner or tenant of the residence. Please enter the full name of the homeowner or tenant; the current address/city/zip; the name of the parent(s)/guardian(s). **The homeowner or tenant signs and dates this section for notary.**

**SECTION 4 – SIGNATURE AND NOTARY**

1. Take the completed and notarized form to **your child's zoned school** along with the following required documentation of proof. It is preferable to have both the legal guardian and the homeowner/tenant present when the documents are submitted to the school.
2. For the safety and accountability reasons, the following supporting documentation will be required:
  - A. Parent/Legal Guardian Identification
  - B. Owner/Tenant Proof of Identification, acceptable documentation includes:
    - Current Driver's License/State ID
    - Passport
3. The Owner/Tenant must provide two (2) proofs of residency documents showing his/her name and address. Acceptable documentation includes (Policy JBC):
  - Legal document/lease showing proof of residency for the specific address such as mortgage sheet or lease agreement.
  - Current invoice/bill (electric, gas, water, landline telephone) assigned to a specific address. Cell phone bill is not accepted.
4. **Residency affidavit approvals expire on the last day of the school year.** Sumner County Schools require a student's parent/legal guardian to provide two (2) proofs of residency documents showing his/her name and address with enrollment. If two proofs of residency are not provided, Sumner County Schools may investigate the validity of the information provided by the parent/legal guardian. If the information is found to be fraudulent, Sumner County Schools may formally submit the parent/legal guardian's name to the District Attorney's Office for a civil/criminal investigation.

**FAMILY RESOURCES SUMNER COUNTY:**

SCS Family Resource Center  
695 East Main Street  
Gallatin, TN 37066  
Director: Michael Shelton  
Phone: 615-582-5910

Shalom Zone  
600 Small Street  
Gallatin, TN 37066  
Director: P.J. Davis  
Phone: 615-442-7575

Gallatin Cares  
330 North Durham  
Gallatin, TN 37066  
Phone: 615-452-5732

H'ville Samaritan Center  
116 Dunn Street  
Hendersonville, TN 37075  
615-824-5652

HOPE of White House  
212 Portland Road  
White House, TN 37188  
Phone: 615-672-8006

HOPE of Millersville  
1246 Louisville Hwy  
Millersville, TN 37072  
615-859-0880

Portland Cares  
Hwy 52 East  
Portland, TN 37148  
Phone: 615-325-0562

Amazing Grace Mission  
1037 Park Street  
Westmoreland, TN 37186  
Phone: 615-644-4357

Additional Resource Information Available online at: [www.sumnerresources.org](http://www.sumnerresources.org)