

## AFFIDAVIT OF RESIDENCE PROCEDURE

Northside ISD requires evidence that a student resides in the District before the student can be enrolled. Acceptable documents for verifying residency include a current utility bill, or a sales, lease, or rental contract.

There are, however, occasions where a family is living with another family or for some other reason cannot meet District requirements for proof of residency – no current utility receipt or sales, lease or rental contract in their name. Even so, the family may be legitimately residing in Northside ISD and the District is obligated to enroll the family's child.

In situations where families cannot show proof of residency, the family may enroll the child by completing a notarized AFFIDAVIT OF RESIDENCE. An AFFIDAVIT OF RESIDENCE requires that both the parent/guardian of the child and the resident to appear before the campus Principal (or designee), present photo ID's, a copy of the resident's proof of residency as evidenced by an entire current utility bill (current or prior month), and a notarized AFFIDAVIT OF RESIDENCE that attests that the family of the child is residing with the resident. Further, an AFFIDAVIT OF RESIDENCE notifies both the parent/legal guardian and the resident that falsification of the information contained within the AFFIDAVIT OF RESIDENCE subjects the child to immediate withdrawal and subjects both the parent/guardian and the resident to liability for tuition.

### WHAT TO DO:

1. When wishing to enroll a child, the parent/guardian and the resident shall meet with and submit to the campus Principal or designee a notarized AFFIDAVIT OF RESIDENCE that has been completed by both parties and notarized. If the school does not have notary service available on campus, the document can be notarized at any number of commercial locations, such as banks or stores. Although the District normally requires immediate proof of residence, and the presence of the parent/guardian and resident with the Affidavit prepared and notarized at the time of enrollment, the parent/guardian and resident may have up to three school days to meet with the campus Principal or designee if the resident is unable to be present at the time of enrollment. At the meeting with the campus Principal, or designee, the parent/guardian and resident will be required to provide the following documents:
  - a. Picture IDs;
  - b. Resident's proof of residence (entire current utility receipt or sales, lease, or rental contract); and,
  - c. Notarized Affidavit of Residence
2. The campus Principal, or designee, shall inform the parent/legal guardian and resident of the provisions applicable to admissions as outlined in the AFFIDAVIT OF RESIDENCE, specifically that the persons subject themselves to prosecution if the information is falsified. The campus Principal shall inform the persons that, at some point, a Student Attendance Liaison may conduct a residency investigation to verify the accuracy of the information contained in the Affidavit.
3. The campus Principal, or designee, shall make a copy of the picture ID's, proof of residence document of the resident, and the AFFIDAVIT. The original AFFIDAVIT shall be placed in the student's PRC.
4. **This AFFIDAVIT OF RESIDENCE is valid for the level of schooling. An AOR will only need to be renewed when the student(s) transitions into 6<sup>th</sup> (MS) or 9<sup>th</sup> (HS) grade.**

If a situation arises where the families involved are unable to provide the required documentation, the families may meet criteria for referral to CONNECTIONS.

# Frequently Asked Questions

## **What is an Affidavit of Residence (AOR)?**

An AOR is an NISD notarized education document where both parent and resident attest that the parent & student(s) reside with the resident. Both parent and resident are expected to be present when obtaining an AOR.

**When does a family need an AOR?** The Texas Education Code (TEC) requires a parent to show proof of residency when enrolling a student in public education. However, there are occasions when the parent and student(s) reside with a family member or friend and cannot show an appropriate document as proof of residency. In such cases, the resident can assist the parent in providing an acceptable form of proof of residency through obtaining an AOR.

## **What documents are needed to process an AOR?**

- Parent's picture ID
- Resident's picture identification
- Resident's proof of residency such as a current (current month or prior month) and active utility bill (electric, water, cable, or telephone landline only) or owner's/lease agreement
- Student's birth certificate.

**How can a family obtain an AOR document?** The AOR document is available on Northside's Office of Student Advocacy and School Choice (SASC) website (both internet and Employee Connection).

**Can an AOR document be processed at SASC?** No, the Office of Student Advocacy and School Choice does not process AORs. While SASC provides oversight to the guidelines surrounding AORs, because of the sheer volume of AORs district-wide, we cannot process AORs at our office.

**Where can an AOR document be processed?** An AOR can be processed at any non-NISD location where a notary can attest to the authenticity of the information and provide their official seal. Also, the AOR can be processed at the campus (if the campus has an available notary).

**Does the resident need to be present when the AOR is being processed and notarized?** Yes, it is expected that both the parent and resident be present during the processing of an AOR. When warranted, some exceptions can be made by campus administration.

## Affidavit of Residence (AOR)

# FAQ



**Does the resident need to be present at the time of student enrollment?** Yes, the resident is expected to be present at the time of enrollment and have a photo ID and acceptable proof of residency.

**Does the resident need to be present when the parent is enrolling the student at school?** Yes. It is expected that the resident be present at the time of enrollment and show photo ID and acceptable proof of residency. However, if the resident cannot make it, the campus administration can elect to give the resident 3 school days in which to appear with the requested documents. It is expected that the school official will follow-up and obtain required enrollment documentation within the 3 days.

**Does the resident need to live at the address noted on the AOR?** Yes. The AOR clearly states that both the resident and the student/family live at the residence. If the resident does not reside at the home, then an AOR would not be appropriate.

**Can an AOR be revoked by campus administration?** Yes, a campus administrator can elect to revoke only if there exists evidence to support falsification of the AOR document. An AOR cannot be revoked because a student fails to maintain acceptable attendance and/or discipline.

**Does an AOR need to be renewed?** An Affidavit of Residence is valid for the level of schooling. An AOR will only need to be renewed when the student(s) transitions into 6<sup>th</sup> (MS) or 9<sup>th</sup> (HS).

**What process should be followed when the AOR is renewed for students who transition into 6<sup>th</sup> (MS) or 9<sup>th</sup> (HS)?** The campus initiates the renewal process for their AOR families. While SASC may provide a standardized letter (available on the Office's *Employee Connection* website) that can be used (or modified) to notify families that the AOR must be renewed, it is incumbent upon the campus personnel to develop a system where AORs are renewed during the summer months for the subsequent school year.

**Can the parent and/or resident refuse to sign the acknowledgement to investigate document (the second page of the AOR)?** Yes, the parent or resident can elect not to sign any educational document; however, it should be explained to the parent or resident that signing is simply an acknowledgement of the document, not to be confused with granting permission, as the school district has the authority (in accordance with Texas Education Code) to pursue an investigation for any district family.

**If it is found that a family falsified an AOR, can they be prosecuted and held responsible for tuition owed to the district?** Yes, a parent and resident can be prosecuted for falsifying an educational record. Also, they will be held responsible for tuition owed to the district if it is found that the student does not reside in NISD.

NORTHSIDE INDEPENDENT SCHOOL DISTRICT  
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SAN ANTONIO, TX 78238  
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# AFFIDAVIT OF RESIDENCE

## School Year \_\_\_\_\_

I, (PARENT/GUARDIAN): \_\_\_\_\_ (DOB): \_\_\_\_\_, of the  
minor child/children named below, attest that I and said minor child/children reside with

(RESIDENT): \_\_\_\_\_ at (STREET): \_\_\_\_\_

(CITY): \_\_\_\_\_, TEXAS, (ZIP CODE): \_\_\_\_\_ (PHONE:): \_\_\_\_\_.

My previous address: (STREET): \_\_\_\_\_ (CITY): \_\_\_\_\_.

I, (RESIDENT): \_\_\_\_\_, attest that the person named above and the person's minor  
child/children listed below reside with me at my residence listed above.

STUDENT 1 NAME: \_\_\_\_\_

SSN: \_\_\_\_\_

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

GRADE: \_\_\_\_\_

STUDENT 2 NAME: \_\_\_\_\_

SSN: \_\_\_\_\_

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

GRADE: \_\_\_\_\_

We hereby attest and affirm that the information contained in this AFFIDAVIT OF RESIDENCE is accurate and true. We understand that we are required to immediately notify the campus Principal of any change to the provisions of this AFFIDAVIT OF RESIDENCE, and that failure to do so in a timely manner may result in immediate withdrawal of the child from school. **This AFFIDAVIT OF RESIDENCE is valid for the level of schooling. An AOR will only need to be renewed when the student(s) transitions into 6<sup>th</sup> (MS) of 9<sup>th</sup> (HS) grade.**

We understand that this AFFIDAVIT OF RESIDENCE is a Northside ISD record and that, according to Section 25.002, Texas Education Code, "...presenting a false document or false record while enrolling a child is an offense under Section 37.10, Penal Code and subjects both the Parent and the Resident to liability for tuition under Section 25.001(h), Texas Education Code".

\_\_\_\_\_  
Signature of Resident

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

STATE OF: \_\_\_\_\_

COUNTY OF: \_\_\_\_\_

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

\_\_\_\_\_  
NOTARY PUBLIC IN AND FOR

\_\_\_\_\_  
County, Texas

(SEAL)

xc: Campus Principal

