

## Washington Parish School System Residency Affidavit Information

- ☐ **The Residency Affidavit can be used to legally prove residency for parents who may:**
  - ☐ Rent or lease a home with no other proof of residency.
  - ☐ Live with a family member or another family with no other proof of residency.
  
- ☐ **Steps to complete the Residency Affidavit**
  - ☐ The form **must be** filled out and signed in the presence of a **Certified Notary**.
  - ☐ The homeowner/landlord must be present.
  - ☐ The homeowner/landlord must provide proof of residency and identification.
  - ☐ Once it is notarized, **return it to the Child Welfare and Attendance Department at the Washington Parish School Board. (Tiffany Smith or Amanda Hall)**
  
- ☐ Parents/Guardians who use the Residency Affidavit may have a home visit at any time by a representative from the Washington Parish School System to verify residency.
  
- ☐ A Residency Affidavit that is found **to have false information** is at risk of being denied enrollment in the Washington Parish School System.

WASHINGTON PARISH SCHOOL SYSTEM  
800 MAIN STREET  
P.O. BOX 587  
FRANKLINTON, LOUISIANA 70438

RESIDENCY AFFIDAVIT

STATE OF LOUISIANA

PARISH OF WASHINGTON

BEFORE ME, the undersigned notary, personally came and appeared:

\_\_\_\_\_  
(full name), called "Affiant," a person of the age of majority whose permanent mailing address is: (legal custodian of student)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

who did swear before me, upon his/her oath or affirmation, that:

1. Affiant has been advised and is aware that this Affidavit is being provided to officials of the Washington Parish School Board for purposes of admitting a student to the Washington Parish School system under the policies and rules of the Washington Parish School Board. (custodial guardian)
2. Affiant has been advised and is aware that the making of intentionally false statements in this Affidavit may expose him/her and the residency owner to prosecution for false swearing under R.S. 14:125 or other laws of the State of Louisiana.

3. with the foregoing understanding and awareness of the consequences of giving false information, Affiant attests that:

- a. Affiant is the parent/legal guardian of \_\_\_\_\_ (student's name),  
who is temporarily residing with \_\_\_\_\_ (name of homeowner)  
and is requesting admission to \_\_\_\_\_ (name of school).

- b. Affiant currently resides at: \_\_\_\_\_  
Home owner must be present \_\_\_\_\_  
,/ and initial swearing that this \_\_\_\_\_  
information is correct.

- c. Affiant has resided at the above address for \_\_\_\_\_ (how long at this residence).

- d. \_\_\_\_\_ (student's name) actually resides at the  
above address with legal guardian. This means that the student eats most of his/her meals. Sleeps,  
and keeps his/her personal belonging at this address. \_\_\_\_\_ (student's name) has  
resided at the address for \_\_\_\_\_ (how long at this residence).

e. Affiant's previous address was: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

f. The full name and residence address of the student's parents is given as:

Father: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Mother: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

g. If applicable: Affiant has court ordered custody or court ordered legal guardianship of  
\_\_\_\_\_ (student's name), under the court order attached to this Affidavit.

**[Affiant is to attach the court order giving custody or legal guardianship].**

4. If the student's residence changes, Affiant will notify the principal of the change of residence, in writing, within ten (10) days of the change of residence.

5. All parties have carefully completed and read this Affidavit and attest to the truth of all the information provided.

6. To enable the Washington Parish School Board to verify residence, Affiant consents to an inspection and view of the residence herein identified as the student's residence to ensure that the averments of this affidavit are true and correct. Said inspection will be permitted upon reasonable notice by the School Board.

WITNESSES:

**Affiant and Homeowners Signature:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sworn to and subscribed before me, upon oath or affirmation, on this \_\_\_\_\_ day of \_\_\_\_\_  
20\_\_\_\_\_, at \_\_\_\_\_, Louisiana.

\_\_\_\_\_  
NOTARY PUBLIC

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

Issue Date: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_