



## Residency Affidavit Requirements

### Property Owner

One primary document-Water, Gas, Electric Bill or Lease dated within the last 30 days or property tax bill listing the homestead exemption in the name of the property owner.

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### Parent/Legal Guardian of Student

Residency Affidavit notarized and signed by property owner and parent/legal guardian.

The property owner's primary document listed above.

The parent/legal guardian is also responsible for at least (2) two secondary documents that are listed below.

**Must provide at least 2 secondary locator documents with the shared address listed:**

- Paycheck Stub
  - Drivers license
  - Car Insurance Declarations Page or Registration
  - Voter Registration Card
  - State/Federal Support Services
  - Medicaid or Snap Benefits
  - Social Security Benefits
  - W-2 Statement (Current Year)
  - Federal and/or State Income Taxes (Most recent)
  - Bank Statements
- (\*No Cash App, Chime, or banking service apps will be accepted.)

**All documents must be printed and presented in person to:**

**Renisha Beaudion, Homeless Liaison  
RPSB Media Center-Gladys Higdon Building  
502 Beauregard St.  
Alexandria, LA 71301  
318-442-8891**

**\*Declaration of Family Residency verification must be renewed yearly.**

School Year: \_\_\_\_\_

Phone Number: \_\_\_\_\_



### Declaration Of Family Residency

**NOTE: Falsification of Documents** - Falsification of any documents or information provided to Rapides Parish School Board or any school personnel by someone seeking the transfer or admission of a student to a particular school shall be grounds for rejecting the request for transfer or admission.

Before me, the undersigned authority, duly commissioned and qualified in and for the Parish of Rapides, State of Louisiana, personally came and appeared:

\_\_\_\_\_ **Parent's Name (Please print)** \_\_\_\_\_ **Parent's Signature**

who, having been duly sworn, did declare and say that he/she is supplying information about his/her residency to the Rapides Parish School District and the District intends to rely on the truth and veracity of that information.

The affiant further states that the address below is his/hers and all of his/her children enrolled in Rapides Parish Schools:  
\_\_\_\_\_ **Street Address, City, State and Zip Code**

The affiant further states that the above address is her/her current address, though he/she does not own or rent the property in his/her name. The property and bills for this property are in the name of :

\_\_\_\_\_ **Property Owner/Renter (Please Print)**

The affiant's school age children are **(list each child's name, current grade, school and date of birth)**

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

The children will attend school based on this address until such time the affiant moves.  
The affiant states: I realize that this request will determine the school attendance zones for all of my children.

Before me, the undersigned authority, duly commissioned and qualified in and for the Parish of Rapides, State of Louisiana, personally came and appeared:

\_\_\_\_\_ **Property Owner/Renter** \_\_\_\_\_ **Street Address, City, State and Zip Code**

who, having been duly sworn, did declare and say that he/she is supplying information about residency to the Rapides Parish School District and the District intends to rely on the truth and veracity of that information. The affiant states: I realize that this information I have provided may be verified at any time by a Rapides Parish School District employee who may visit my old and new addresses. I further realize that this employee may visit my home to verify this information and that if it is falsified in any way, the students will be immediately transferred to the correct schools.

Sworn to and subscribed before me, notary on \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.  
\_\_\_\_\_ **Affiant's Signature**

\_\_\_\_\_ **Notary Public** \_\_\_\_\_ **Notary Number** \_\_\_\_\_ **My Commission Expires**

**\*Please note that this document must be notarized in the presence of both the parent and property owner and must be renewed yearly.**