

Proof of Residence Procedures for Magnet Testing and Placement

Proof of Residence Purpose: To verify the student's Caddo Parish address on the application with the proof of residence submitted by the parent/guardian

If the Proof of Residence **IS in the parent/guardian's name**, submit a hard copy (not electronic copy) of **one** of the following:

- a. **CURRENT** Utility bill (gas, water, or electric ONLY) **in the parent/guardian's name**
Or
- b. **CURRENT** lease **in the parent/guardian's name**
Or
- c. PROOF of home ownership (**CURRENT** mortgage statement or tax assessor's notice)

EXAMPLES of documents that are **NOT ACCEPTABLE** as primary proof of residence:

- cell phone bill
- driver's license
- cable or satellite bill
- Credit card bill
- bank statement

If the Proof of Residence is **NOT in the parent/guardian's name**, submit a hard copy of the following:

- a. **NOTARIZED STATEMENT** from the PRIMARY OCCUPANT (homeowner or renter) **and** the parent/guardian **VERIFYING** that the **parent AND the student(s) reside at that address**. Parent/Guardian **AND** homeowner or Renter must sign in the presence of a Notary. (create your own form or contact the school for an *Affidavit of Residency* form)
AND
- b. Submit a **CURRENT** utility bill (gas, water, or electric ONLY) in the homeowner/renter's name.
AND
- c. Submit **two (2) additional forms of documentation to link the parent/guardian to the student's address on the magnet testing application**. (Acceptable examples of **additional** documentation: mail received at the address with the parent/guardian's name, cell phone bill, social security form such as SNAP (food stamp form) or Foster Parent authorization, magazine, bank statement, etc.)

(i.e. If you live in someone else's house, you will need a notarized letter signed by you and that person, a current utility bill for that address, and 2 additional pieces of mail that you receive at that address.)