

# Marion City Schools Enrollment Center

Student ID# \_\_\_\_\_

**\*\*\*\*\*FOR FAMILIES LIVING WITH RELATIVES OR FRIENDS ONLY\*\*\*\*\***

(To be completed if the custodial/residential parent does NOT have a lease or mortgage in their name for the Marion City Schools address listed above)

I, \_\_\_\_\_, do solemnly swear or attest that the person(s) named below live with me at the following address and I have provided either a current lease agreement (with ALL adult residents listed) or current mortgage statement, along with a current gas, electric or water bill:

\_\_\_\_\_  
*Name(s) of Parent(s) or Guardian*

\_\_\_\_\_  
*Child(ren) Name(s)*

\_\_\_\_\_  
*Street Address, City, Zip Code*

\_\_\_\_\_  
Owner Initial  
Here

As owner/Lessee, I understand that this statement is being made in order to provide proof of residency so that the above-named child(ren) may be admitted to the Marion City School District. Persons who knowingly falsify this information are subject to legal action and the child's immediate withdrawal from school.

\_\_\_\_\_  
Parent Initial  
Here

As the enrolling parent(s) /guardian, I, \_\_\_\_\_, attest that I do not live in any other residence and that this living arrangement is not solely for the purpose of establishing school attendance eligibility. I understand I will now have thirty (30) days from the date of this document, to provide proof of residency; and, that if I should establish my own residence, I will immediately complete a Change of Address form and provide the Enrollment Center with my photo ID and proof of address.

\_\_\_\_\_  
*Signature of Owner/Lessor*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*MCS enrollment specialists' signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Enrollment Parent*

\_\_\_\_\_  
*Date*

## ITEMS REQUIRED FOR CHANGE OF ADDRESS PROCESSING

- I. **Photo ID for custodial parent.**
- II. **Approved Open Enrollment Form if Applicable.**
- III. **Verification of Residence – One from the list below**

*\*Provided proof must be printed copies, outside of the envelope.*

*\*OATH OF RESIDENCY: If the custodial parent is living with a friend or family member who is within the Marion City School District attendance boundaries, that resident must also come in and provide their photo ID and their required proof of residence. If the Marion City resident you are living with is renting, your name (legal guardian/custodial parent must be added to that lease).*

- Current Active\* Rental/Lease Agreement with custodial parent's name listed on the lease (*with the option to redact only the financial information*); **or**  
*\*If on month-to-month lease, please bring that lease and current verification from landlord, including landlord's contact information, on business letterhead.*
- Current (dated within the past 30 days) Mortgage Statement with custodial parent's name listed (*with the option to redact only the financial information*); **or**
- Purchase/Contract Agreement to buy property (if you will close on the sale of the property within 90 days of enrollment) (*with the option to redact only the financial information*); **or**
- Current (dated within the past 30 days) Public Utility Bill, showing service address at Marion City School District residence, and custodial parent/legal guardian's name (example: Gas, Water, Electric, Landline Phone, Cable, or Internet); **or**
- Current (dated within the past 30 days) Government Mailing showing Marion City School Districts address and custodial parent/legal guardian's name (example: child support, government assistance); **or**
- Current (dated within the past 30 days) Bank Statement with the mailing address showing Marion City School Districts address and custodial parent/legal guardian's name; **or**
- Current (dated within the past 30 days) Payroll Check with the mailing address showing Marion City School Districts address and custodial parent/legal guardian's name.