

RESIDENCY: Affidavit Guidelines

Third Party Affidavit

Homeowner Situation

- Homeowner must come in with biological parent/guardian of enrollee. Homeowner must provide warranty deed, settlement statement or current property tax statement and two current utility bills. If the owner has just moved in and does not have two current utility bills, they have thirty days to supply them to the school.
- Driver's license or State ID must show current address of biological parent, along with one bill/statement addressed to them at the current address.
- If the biological parent that completes the affidavit is the father of the enrollee, verify that he is listed on the birth certificate. If he is not, he must supply an affidavit of parentage or proof that he has applied for this document with the State of Michigan. Another option would be to produce documentation from the Friend of the Court that he is a payer of child support for the enrollee.
- All individuals completing paperwork must supply a picture ID so that documents can be notarized.

Lease Situation

- Leaseholder must come in with biological parent/guardian of enrollee. The leaseholder must provide a current lease with all current occupants listed and two current utility bills. If the lease holder has just moved in and does not have two current utility bills, they have thirty days to supply them to the school. Be sure that the lease holder completes the *Consent to Verify Lease*. (If the biological parent/guardian of the enrollee is listed as an occupant and the bills are in his or her name, a *Third Party Affidavit* must still be completed because the parent is not the lease holder. An occupant **cannot** sign the *Consent to Verify Lease*.)
- If the biological parent that completes the affidavit is the father of the enrollee, verify that he is listed on the birth certificate. If he is not, he must supply an affidavit of parentage or proof that he has applied for this document with the State of Michigan. Another option would be to produce documentation from the Friend of the Court that he is a payer of child support for the enrollee.
- All individuals that complete the paperwork must supply picture ID (usually a driver's license) so that documents can be notarized.

Placement in the Home of a Relative

- Resident relative must accompany biological parent of enrollee. This option is only applicable to situations where the biological parent is unable to provide a suitable home. It is against Michigan law for a parent to place a child in the home of a relative for educational purposes only. Resident relative must provide homeowner documentation or lease documentation and two current utility bills as listed above under *Third Party*.
- The biological parent of the enrollee who is placing the child in the home of a relative must be on the birth certificate of the enrollee or have the appropriate documentation to prove paternity as stated above.
- All individuals that complete the paperwork must supply picture ID (usually a driver's license) so that documents can be notarized.

Guardianship

- Resident guardian must provide current proof of residency as listed under *Third Party Affidavit*.
- Resident guardian must also provide current court appointed guardianship paperwork. If the guardian has only a court date established and does not yet have limited or full guardianship, the biological parent of the enrollee must fill out a *Placement in the Home of a Relative Affidavit* with the proposed guardian. This will be in effect until such time as the guardianship documentation is received.