



# PROOF OF RESIDENCE

## Proof of Residence

All **new** students are required to provide a current proof of residence in the name of their parent/legal guardian.

### Options for Proof of Residence are:

1. Current utility bill or utility deposit receipt. Disconnect notices and past due notices are not allowed. Bills must be dated within 40 days from date of enrollment.

\* Decatur Utilities has several new ways you can access your account to get a copy of your bill if you do not have a paper copy available:

Online Account Access: You can access your utility bill through the Decatur Utilities website at [www.decaturutilities.com](http://www.decaturutilities.com)

Electronic Billing – You have the option to receive your bill electronically. You may forward the email from Decatur Utilities regarding your statement to your child's school (please indicate the student's name in your email) or print the email and submit it as referenced above.

2. Current lease agreement (listing occupants). Lease must include address of residence. Lease must be on letterhead of company with contact information. If the lease is with an individual, that individual must be shown as the property owner as verified by the Morgan County Revenue Commissioner's Office.

3. Property deed (showing Homestead Exemption). Parent/legal guardian must reside full-time at the residence. If multiple residences are listed, the one showing the Homestead Exemption shall be considered the primary residence.

4. Federal or State tax transcript showing the physical address of the parent/legal guardian where the student is listed a dependent.

Federal transcripts may be accessed through the IRS retrieval tool at <https://www.irs.gov/individuals/get-transcript>. State transcripts may be accessed at <https://myalabamataxes.alabama.gov/>

### IF LEASE OR PROPERTY DEED IS NOT AVAILABLE:

A completed Residency Affidavit (provided by Enrollment) must be signed and notarized by the homeowner/property owner (as verified by the Morgan County Revenue Commissioner's Office) and the parent/legal guardian.

If the homeowner is unable to complete the residency affidavit, you may produce a driver's license with the current address **and** two forms of government documentation showing the legal guardian's address, such as a Medicaid/Medicare letter with student's name and address listed, current vehicle registration (car tag). A valid reason for being unable to complete the residency affidavit must be given for this alternative method of verification. See affidavit for additional details and information.

Please see our Frequently Asked Questions document at DCS.edu, Enrollment & Registration, for more information about addresses, zoning and documentation acceptance.