



DEER CREEK SCHOOLS' CO-RESIDENCY INFORMATION and PROCESS

The [Co-Residency Affidavit](#) is used to verify residency when a family is residing in an established home owned or leased by another person or persons within Deer Creek Schools' boundaries.

Some of the most common examples:

- Unmarried couples living together and the primary guardian is not listed on fully executed home ownership paperwork or the rental/lease agreement
- Two families sharing a home or apartment and only the guardian from the resident family named is listed on home ownership documents/rental agreement
- Parent(s) & Child living with Grandparent
- Adult student living with an established Deer Creek resident (other than his/her own family)

Co-Residency Process:

1. The Resident (person able to provide proof of residency) must complete part one of the Affidavit in the presence of a Notary Public.

2. The primary guardian/parent must present the following documentation to Deer Creek Schools' Enrollment Center:

- Completed and notarized Co-Residency Affidavit form
- Homeowners' Settlement Statement, Warranty Deed or Mortgage Statement - OR – the Resident's fully executed lease agreement with official letter from landlord authorizing additional tenants
- Current utility bill in resident adult's name
- One piece of official mail (cannot be junk mail) in co-resident's name
- The primary guardian's current driver's license or other state/federally-accepted photo ID

3. The enrollment office will verify the co-resident's address, check the accuracy of the information in the affidavit and update household information in Infinite Campus.

**DEER CREEK SCHOOL DISTRICT
CO-RESIDENCY AFFIDAVIT
2019 - 2020**

Deer Creek Schools conducts periodic home visits throughout the year to verify continued residency. A change in residence may require your student to enroll in the school district in which you moved/reside.

Part One: Resident Adult to Complete

TO WHOM IT MAY CONCERN:

I, _____ hereby state that _____
(Resident Adult) (Parent/Legal Guardian)

and child(ren) listed below permanently reside with me on a full time basis.

Child(ren):

First & Last Name	Grade	School Site

Address:

Street Telephone No. _____

City State Zip Code

I hereby give the Deer Creek School District's designated representative my permission to verify any and all information contained in this affidavit and its related documents and understand that any false information or misrepresentation contained herein shall automatically terminate the student's enrollment and attendance at Deer Creek Schools, and may be subject to a misdemeanor punishable by imprisonment not to exceed one (1) year or a fine not to exceed five hundred dollars (\$500) or both such fine and imprisonment. **I will notify the Enrollment Office within one week of any change in this arrangement.**

Signature of Resident Adult Date

Subscribed and sworn to before me this _____ day of _____, 20____.

My Commission Expires _____

Notary Public, State of Oklahoma

Part Two: Enrollment Office to Complete

Residency Officer Signature Date