

**ALL** students returning to Forest Heights Elementary School **MUST** complete the Returning Student Yearly Registration. Parents/Guardians please check your email for the Returning Student Yearly Registration from [infosnap@richlandone.org](mailto:infosnap@richlandone.org). If you have not received your email, please contact Lissa Davis.

The following documents are required for registration and can be uploaded to the online Returning Student Yearly Registration:

**Proof of Residency #1:** All the pages to your current, unexpired lease, rental agreement, or mortgage statement, deed, property tax bill

**Proof of Residency #2:** Utility or residential service bill, examples include: electric, gas, water/sewage, landline phone, cable/satellite/internet

**If your family is living with another family, you must complete a Shared Housing Affidavit packet.** The packet and information regarding the Shared Housing process can be found on the Richland One website at <https://www.richlandone.org/Page/6288>, or you can get the packet from the school. This packet must be completed **every school year** that your family continues to reside at another family's home or if you move into another family's home.

### **What is the Shared Housing Residency Affidavit?**

The Shared Housing Residency Affidavit is a document completed by the contractually reliable party (homeowner/lessee) of the residence and the parent/guardian of the student. By completing this document, the homeowner/lessee and the parent/guardian are attesting to them both residing in the same home. The affidavit must also be signed in front of a Notary before being submitted to the school.

Parent/guardians may also be required to provide proof that they are no longer residing at their previous address. This proof can be in the form of a letter from the previous landlord (on letterhead), a cancellation of service notice, or a notarized statement.

**BE ADVISED:** Schools have the right to require additional documents to be provided to satisfy proof of residency and may utilize all reasonable and appropriate means they have at their disposal to verify residential addresses and confirm that the declaration of facts provided in the affidavit is true and accurate.

Also understand that if it is found that you have willfully and knowingly provided false information in the shared housing affidavit to enroll a child(ren) in a school for which the child is not eligible, you may be found guilty of a misdemeanor and, upon conviction, will be fined an amount not to exceed two hundred dollars (\$200.00) or imprisoned for not more than thirty (30) days. Additionally, you will be required to pay Richland One an amount equal to the current year's cost for educating the child(ren) during the period of enrollment.