



INSTRUCTIONS FOR NOTARIZED AFFIDAVIT OF RESIDENCE

SOMERDALE BOARD OF EDUCATION

I. Instructions for Completing Affidavit of Residence

This form is to be completed for a student attending the Somerdale School District who resides with his or her parent(s) or legal guardian(s), but whose residence is located in the home of another adult living within the boundaries of the Somerdale School District. The Affidavit of Residence is valid for the current school year only, as long as the student and the student's parent(s) or legal guardian(s) continue to reside at the address listed on the affidavit during the school year. The affidavit must be submitted annually before the start of each school year or upon moving into the Borough of Somerdale.

Parent(s) or legal guardian(s) must submit the Affidavit of Residence and all required documents (listed below) to Somerdale Park School at registration.

II. Procedures to Verify Co-Residence

Prior to Attending Somerdale School District the parent(s) or legal guardian(s) must obtain a copy of the affidavit form and complete pages 1 & 2 in the presence of a Notary Public and have the Notary Public certify the document. The owner or lessee must complete page 3 in the presence of a school official. The parent(s) or legal guardian(s) and the owner/lessee must both be present to submit the required documents to the school.

III. Reminders

If the parent(s) or legal guardian(s) and student move from the Borough of Somerdale, the Affidavit of Residence is null and void.

If the parent(s) or legal guardian(s) would like the student to continue attending a school, the parent(s) or legal guardian(s) must follow the same procedures (above) and re-submit the Affidavit of Residence and all required documents every school year.

IV. Required Documents for Proof of Residence

Parent(s)/Legal guardian(s):

All three of these items are required:

- 1.) Completed Affidavit of Residence (pages 1 & 2) that is certified by a notary public;
- 2.) Photo ID;
- 3.) A piece of official business mail addressed to the parent(s) or legal guardian(s) at the address listed on Affidavit of Residence.

Owner/Lessee:

All four of these items are required:

- 1.) Page 3 of the Affidavit of Residence, completed in the presence of a school official (please wait to fill out until the visit to the school);
- 2.) Photo ID;
- 3.) Mortgage Deed or Apartment/house lease (lease must list all people residing there) and
- 4.) Current utility bill (must be gas, electric, or water) in the name of the owner/lessee.



NOTARIZED AFFIDAVIT OF RESIDENCE FORM

SOMERDALE BOARD OF EDUCATION

AFFIDAVIT OF PARENT(S) OR LEGAL GUARDIAN(S)

I, _____, of lawful age, being first duly sworn under oath, state that:
(Print Full Name)

A.) I presently and permanently reside at _____
(Print Current Address)

which is my legal residence located in the Borough of Somerdale, Camden County, New Jersey.

B.) I am the parent or legal guardian of:

Name of Student	Date of Birth	Grade Level

Who reside(s) with me at the address listed in item A above.

C.) My child(ren) and I began residing at the address listed above on _____/_____/_____.
(Month) (Day) (Year)

D.) The name and last known address of the student’s parent(s) or legal guardian(s):

Parent(s) or Legal Guardian(s) Name: _____

Address: _____

AFFIRMATIONS:

- A.) I attest that this request to attend Somerdale Park School is not primarily intended to allow the student to attend a particular school that he or she would not otherwise be able to attend because it is outside of his or her designated resident school district, nor is this affidavit being completed for the purpose of participating in athletics, to utilize special services, or any other programs offered by Somerdale Park School.
- B.) I further attest that the student(s) named above is (are) not currently under a long-term suspension or expulsion from his/her (their) most recent school nor is (are) he/she (they) currently subject to a recommendation for a long-term suspension or expulsion from his/her (their) most recent school.
- C.) I understand that if any of the information provided on this affidavit is changed for any reason, it is my responsibility to immediately notify Somerdale Park School.
- D.) I also understand that the Somerdale School District Superintendent or designee may verify the facts contained in this affidavit and conduct an audit on a case-by-case basis after the student has enrolled in Somerdale Park School. The audit may include a personal visit to the student’s home at the residences listed in this affidavit by a school district attendance officer or other school administrator of the District, or other appointed investigator, to verify the facts sworn to in this affidavit.



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NOTICE OF PENALTIES AND CRIMINAL LIABILITY

I, _____ understand that if I provide false information or defraud the Somerdale School District on this Affidavit of Residence, I will be required to pay for the costs incurred by the District for the period that the ineligible student is enrolled, as set forth in N.J.A.C. 6A:22-6 et seq.

If the costs incurred by the Somerdale School District are collected by an attorney, I may be obligated to pay for all expenses and attorneys' fees incurred by the Board of Education in the collection of the same.

I may be prosecuted, held criminally liable, fined, and/or imprisoned if I am found guilty of the provisions set forth in the laws of the State of New Jersey regarding perjury, falsifications to authorities, fraud, and any other applicable offenses.

By executing this affidavit, I solemnly swear or affirm under the penalties set forth in the applicable laws governing the State of New Jersey that the contents of this affidavit are true and accurate.

Signature of Parent/Legal Guardian

Date

Section for Notary Public

SWORN TO (OR AFFIRMED) AND SUBSCRIBED
BEFORE ME ON THIS

_____ day of _____, 20____

Notary Public [Notary Seal]

My Commission Expires:



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SWORN STATEMENT OF OWNER/LESSEE

I, _____ of lawful age, certify that I am the (circle one) owner/lessee of the premises identified in the Affidavit of Residence, and that the above named parent(s) or legal guardian(s) permanently reside at the address identified in the Affidavit of Residence.

NOTICE OF PENALTIES AND CRIMINAL LIABILITY

I, _____ understand that I may be prosecuted, held criminally liable, fined, and/or imprisoned if I am found guilty of the provisions set forth in the laws of the State of New Jersey regarding perjury, falsifications to authorities, fraud, and any other applicable offenses.

By executing this affidavit, I solemnly swear or affirm under the penalties set forth in the applicable laws governing the State of New Jersey that the contents of this affidavit are true and accurate.

Signature of Owner/Lessee
(to be signed in the presence of a school official)

Date

Address: _____

WITNESS:

Signature and Title of School Official

Date