

Verification Items needed for Affidavit Process

Step 1:

- Print and complete the Residency Affidavit Assessment document from the Registration Portal on Alexander City School's website.
- Call Judge Tallmadge East's office (Probate Office) in Dadeville to ensure Judge East is available to see you and the property holder. (256) 827-2012
- Go to Judge East's office in Dadeville. He will **only** complete this assessment at the Dadeville Courthouse.
- You and the property holder will be sworn in. If the Judge agrees that the Affidavit requirements are met, he will sign and place his seal on the assessment.
- Once this is done, please call your school and make an appointment with the school's registrar. At the appointment you will bring the Judge's signed document and the other required Affidavit documents to complete the process.

DOCUMENTS REQUIRED FROM HOMEOWNER OR LEASE HOLDER:

- Mortgage, deed, tax card, or bona fide lease signed by lessor and lessee
- Two (2) utility bills at the residence address in the name of the person listed on the mortgage, deed, tax card or lease.

DOCUMENTS REQUIRED FROM PARENT:

At least two (2) of the following items showing the name of the parent/custodian with the address on the mortgage, deed, tax card, or lease referred to above.

- Current bank account information showing activity within the last thirty (30) days
- W-2 forms
- Pay stubs from the parent's current employer or a certified statement of employment
- Current automobile tag registration
- Any current court documentation
- Current proof from any state or federal governmental agency or program
- Current proof of insurance
- Any other item approved by the school principal.

STUDENT DOCUMENTS NEEDED FOR NEW STUDENT REGISTRATION:

- Birth Certificate
- Alabama Immunization Form – current
- Parent/Guardian Photo ID (i.e. – Driver's License)
- **Proof of court appointed legal and physical custody, if applicable (notarized statements, Power of Attorney, Delegation of Parental Authority are not acceptable)**
** Needed for New and Returning students if applicable
- Withdrawal form and last report card from previous school
- Other documents as the Principal deems necessary