



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 (homeowner/lessee) and Co-Resident (legal parent/legal guardian) must complete the Co-Residency Affidavit in the presence of a Notary Public.
2. The primary guardian/parent (Co-Resident) AND homeowner/lessee (Resident) must present the following documentation to Deer Creek Schools' Enrollment Center:
 - Completed and notarized Co-Residency Affidavit form (Resident AND Co-Resident must be present)
 - 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
 - Two Current bills (car insurance, phone bill, cable/streaming service bill, dr or medical bill, etc--cannot be junk mail) addressed to the co-resident at address of resident
 - Resident's and Co-Resident's current driver's licenses or other state/federally-issued photo IDs that reflect the address of the Deer Creek residence in which they are living
3. **Both the Resident and the Co-Resident must present the notarized affidavit, along with all required co-residency documentation, *in person* to the district enrollment office. Please use [THIS LINK](#) to schedule your appointment to complete this process.**
4. 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

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

 Signature of Guardian/Co-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