

**DOUBLE CHURCHES ELEMENTARY SCHOOL**

[www.orgsites.com/ga/dce/](http://www.orgsites.com/ga/dce/)

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**Memorandum**

**July 18, 2011**

**From:** Mrs. Paula Shaw-Powell, Double Churches Elementary School Principal

**Subject:** **Residency Affidavit Renewal for 2011-12**

If you registered your child with a Residency Affidavit from last school year, it is time to renew it. An Affidavit of Residency must be completed at the start of each new school year if you do not personally own or rent/lease your residence. The owner/tenant and parent must go to the Muscogee County Public Education Building Central Registration, 2960 Macon Road, to complete a Residency Affidavit. The owner/tenant must provide the documents required for proofs of address: a current utility bill (gas, water, or power) **AND** ONE (1) of the following: valid residential lease, OR rental agreement, OR current property tax statement, OR property deed, OR closing/settlement statement for the home, OR current mortgage statement.

Again, both parties must complete the residency affidavit, provide picture identification, and be present to sign and certify the affidavit.

Note: You must complete an Affidavit of Residency at the start of each year.

Please contact us if you have any questions.