Instructions for Gwinnett County Public Schools
Notarized Residency Affidavit

If a student’s family is residing in the home of another individual, all four of these documents must be turned in together:

1. The homeowner/lease holder must complete the Residency Affidavit form. Both the homeowner/lease holder and parent/guardian’s signature must be notarized. This form can be picked up at any school or found by searching in Google for “GCPS Residency Affidavit” or by clicking this link to the GCPS web page for Residency Affidavits. Important: If the affiant is leasing the home, the landlord must also sign on page one, under “Apartment Manager/Landlord Witness Signature.”

2. The homeowner/lease holder must provide one of the following to show residency:
   - A non-contingent sales contract
   - Current lease/rental agreement
   - Most recent income tax return
   - Current paycheck stub
   - Current residential property tax statement or bill
   - Current warranty or quit claim deed
   - Current home purchase agreement (settlement statement)
   - Current homeowner’s insurance policy

3. The homeowner/lease holder must also provide a current utility bill (water, gas, or electric, NOT telephone or cable bills).

4. The parent/guardian must provide either:
   a. a driver’s license with parent/guardian name at the address where they are living, or
   b. two current pieces of mail with parent/guardian name at the address where they are living.

   For new enrollments, the parent/guardian has 30 days to provide this.

NOTE: Residency Affidavits must be renewed annually.

This notarized document will constitute a legal document. GCPS reserves the right to investigate and verify the accuracy of all information provided. Any falsified information discovered will be turned over to officials and individuals can be held responsible for penalties and liability as set forth in O.C.G.A. 20-2-133 (see page 3 of the Residency Affidavit).

*** This affidavit is valid for one school year. ***