

Academic Magnet High School

Address Verification Checklist

2022-2023 School Year

Student Name: _____ Grade: _____

Complete the **Affidavit and notarized**, plus one **(1) document from category B**, and one **(1) document from category C** are current and contained in the file by initializing the items and signing below.

A. Affidavit (initial)

Staff Initial

1. Included and complete
2. Notarized

B. Residence (1 of the 3 documents acceptable)

Names must match affidavit

1. Mortgage Statement dated after 3.1.22
2. Rental Agreement (current dates)
3. 2021 Property Tax Bill (not auto)

C. Official Mail, Statement dated after March 1st (1 of the 7 documents acceptable)

Names must match affidavit

1. Electric or gas bill
2. Water bill
3. Phone bill (not cell)
4. Cable bill
5. Motor vehicle registration
6. Pay stub (show employer & address)
7. Local, State or Federal agency mail such as
Social Security, Medicaid, DSS, IRS, SNAP, Court Papers _____

Address (as verified by documentation contained in file):

1. Do all names supporting documents match the names on the Affidavit? Y or N
2. Is the address on all documentation consistent throughout? Y or N
3. Are the dates on the documentation current (March 2022 and more recent, except property tax – Jan. 2021)? Y or N

Siblings – if siblings are noted on Affidavit, is the paperwork contained in this file also in the siblings' files?
Y or N

Signature of Parent or Guardian: _____

Initial of School Official: _____

Date: _____