

March 1, 2017

Dear Senatobia Municipal School District Parent/Guardian:

The State of Mississippi requires that each student provide proof of residency each school year. If you currently have students in Grades K through 11 in the Senatobia Municipal School District, you are required to provide proof of residency for the **2017/2018** school year. In order for a student to receive a final report card for this current year and/or a class assignment or schedule for the 2017/2018 school year, proof of residency must be current.

Parents must provide three (3) documents for proof.

1. *Filed Homestead Exemption Application Form, Mortgage Documents or Property Deed, or Apartment or Home Lease (1)*
2. *Utility Bills (water, gas, electric, cable) (1)*
3. *Automobile Registration (1)*

You will have three options to return the documents:

**OPTION I:** Parent should complete the top portion of the District Residency and Documentation Checklist form for each child. Place the form(s) and a copy of the three required proofs inside the **Residency Envelope** and have your child return the envelope to his or her homeroom teacher.

**OPTION II:** Complete and mail the form and documentation to the Central Office: 104 McKie Street, Senatobia, MS 38668.

**OPTION III:** Complete and hand deliver the form and documentation to the Central Office: 104 McKie Street.

The **Residency Envelope** will be given to the youngest child in the family and should be returned to school by the same child. Please remember to return the **Residency Envelope**.

If this information has not been received by **May 19, 2017**, your child will not receive his or her final report card.

You need send only one copy of the required documents. **Do not send originals** because they will not be returned to you.

If the parent or guardian does not have a car or the car is in another person's name, the parent or guardian will have to print the Affidavit of Non-Ownership of Automobile from the district's webpage and get it notarized. The notarized affidavit should be included in the envelope. (Auto Affidavit cannot be used for shared residency.)

Parents who need to complete verification for shared residency can print the Shared Residency Affidavit form and directions from the district's website: [www.senatobiaschools.com](http://www.senatobiaschools.com) **but will need to bring the notarized form and the required proofs to the Central Office at 104 McKie Street.** Do not return shared residency forms or documents. Shared residency will have to be done in person with Nicole Lenard or me.

My office hours are from 7:30 to 4:30 on Tuesday and Thursday, but I will be glad to stay later if needed. Call me to set up an appointment if you need to come in after 4:30. Nicole Lenard will be available Monday-Friday.

All forms are available on the district's web page. Anyone who needs a hard copy of any form should come by the Central Office.

Please do not hesitate to contact me if you have questions about this process.

Sincerely,

Bernice Jackson  
662-562-4897