



**MADISON COUNTY
SCHOOLS**

MARK OF EXCELLENCE

SUPERINTENDENT
Charlotte Seals

ASSISTANT SUPERINTENDENTS
Richard Burge
Edith Mitchell
Kalvin Robinson
Ted Poore

June 2, 2020

RE: Special Affidavit Verification for 2020-2021 School Year

A "Special Affidavit of Residence" is required when a student resides with their parent or guardian in a home or apartment not owned or leased in the name of the parent or guardian. In an effort to adhere to current recommendations for social distancing during the Covid-19 pandemic, the process for completing a "**Special Affidavit of Residence**" will be handled remotely this year. These steps are taken with the health and wellbeing of your family and our staff in mind.

***** If your student was enrolled in Madison County Schools on a Special Affidavit for the 2019-2020 school year, please call your child's school for information on verifying your residency for the 2020-2021 school year. *****

The attached sheet explains the process by which you must prove your residency in order to enroll your child for the coming school year. Please read it carefully and submit the required documentation as soon as possible.

Once you have collected the required documentation and completed the accompanying forms, submit them for review and approval by any one of the following methods:

- Email to affidavit@madison-schools.com
- Mail to Special Affidavit Verification, 476 Highland Colony Parkway, Ridgeland, MS 39157
- Place in an envelope and drop in the bin located in the lobby of our Central Office located at 476 Highland Colony Parkway in Ridgeland

Once received, submitted information will be reviewed. If additional documentation is required, you will be contacted. Once approved, we will forward your documentation to your child's school and they will contact you to complete the registration process.

You may contact our office at 601-499-0800 between the hours of 8:30 - 4:30, Monday - Friday. Thank you.