

RESIDENCY AFFIDAVIT NEEDED



I am the parent/guardian of the student but I live in the home of a relative (grandmother, mother, father, sister, brother, etc.). How can I submit proofs of residency if the name does not match the guardian name in the application portal?

1. Visit the :

**Office of Child Welfare & Attendance
1120 Government Street
Baton Rouge, LA 70802.**

2. Once there, you will need to complete a Residency Affidavit.
3. Then, the completed document must be notarized by a licensed LOUISIANA NOTARY PUBLIC.
4. After the document has been notarized, your next step is to go the first choice school, and hand deliver the Residency Affidavit along with **TWO current proofs of residency** [Mortgage, Lease, Water/Sewerage, Electric, Cable, Residential Phone Line] that feature the name of the head of household. To be considered current, the Proofs of Residency must be for October/November 2018.