



What is Co-residency?

The Co-residency form is used when a family is currently residing in the home of someone else as a way to verify the family's address.

Some of the most common examples

- Unmarried couple where only one person can provide proof of address.
- Two families sharing housing
- Child/Parent living with Grandparent
- Adult student living with someone

Process:

- The resident needs to complete part one of the form and notarize it. The parent needs to present the completed and notarized form to the Madison Metropolitan School District (MMSD) or the district with the co-resident address verification (either lease, MG&E, or mortgage); however, only the parent needs to present the documents to the enrollment office and/or school.
- Parent must bring his photo ID with the completed and notarized form.
- School/enrollment office will verify the co-resident address, have the parent sign the form, check the accuracy of the information in the form including the student ID, and make 4 copies:
 - one for parent/guardian
 - one for resident adult
 - one for school
 - one for enrollment office
- MMSD Enrollment Office will update household information in Infinite Campus



MMSD STUDENT ENROLLMENT OFFICE RESIDENCY STATUS

Part One: For Resident Adult Use

TO WHOM IT MAY CONCERN:

I, (Resident Adult) hereby state that (Parent/Legal Guardian) and son/daughter (Student Name) / ID# (Student Birthdate) permanently reside with me on a full time basis at:

Street Telephone No. City State Zip Code

I will notify the Enrollment Office (608-663-4957) of the Madison Metropolitan School District within one week of any change in this arrangement.

(Signature of Resident Adult) Date

Subscribed and sworn to before me this ___ day of ___, 20 ___. My Commission Expires ___. Notary Public Dane County, State of Wisconsin

Part Two: For the MMSD Use

(Resident's address must be verified through Lease ___ MG&E ___ Mortgage ___)

(Signature of Parent/Legal Guardian) Date

- Copy - Enrollment Office
Copy - School
Copy - Resident Adult
Copy - Parent/Guardian