



### What is co-residency?

When a family or adult student is currently residing in the home of someone else, the co-residency form is used as a way to verify their address. Some of the most common examples are:

- a 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 when resident adult does not sign on-site at school or district office:

- The resident needs to complete part one of the form and have it notarized.
- To complete part 2, the parent or adult student needs to present the completed and notarized form to the Madison Metropolitan School District (MMSD) along with verification of the resident adult's address (either lease, MG&E bill, or mortgage). Only the parent/legal guardian/adult student needs to present the documents to the school or enrollment office.
- Parent/legal guardian/adult student must bring their photo ID.
- School/enrollment office will verify the co-resident's address, have the parent or adult student sign the form, check the accuracy of the information in the form including the student ID, and then make 4 copies:
  - one for parent/guardian/adult student
  - one for resident adult
  - one for school
  - one for enrollment office

### Process when resident adult and parent/legal guardian/ adult student sign on-site at school or district office:

- Resident adult and parent/legal guardian/adult student go to the student's school together. The resident adult must bring either his or her lease, MG&E bill, or mortgage as verification of address.
- Both parent/legal guardian/adult student and resident adult must bring photo ID.
- School/enrollment office will verify the resident adult's address and photo ID, and then have them sign the form.
- School/enrollment office will check the accuracy of the information in the form including the student ID.
- After verifying parent/legal guardian/adult student's ID school/enrollment office will have parent/legal guardian/adult student sign the form, then make 4 copies:
  - one for parent/guardian/adult student
  - one for resident adult
  - one for school
  - one for enrollment office



ENROLLMENT OFFICE

545 West Dayton St. ● Madison, Wisconsin 53703-1967 ■ 608.663.4957 ▼ https://enrollment.madison.k12.wi.us/
Fatima Bendada, Director and Registrar Jennifer Cheatham, Ed.D., Superintendent of Schools

MMSD ENROLLMENT OFFICE—RESIDENCY STATUS

PART ONE: FOR RESIDENT ADULT USE

I, \_\_\_\_\_ hereby state that \_\_\_\_\_
(resident adult) (parent/legal guardian/adult student)

and student(s) listed below permanently reside with me on a full time basis at:

\_\_\_\_\_ street address \_\_\_\_\_ telephone no.
\_\_\_\_\_ city \_\_\_\_\_ state \_\_\_\_\_ zip code

Table with 5 columns: student number, student last name, student first name, birthdate, current school. Contains 4 empty rows.

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
County of \_\_\_\_\_, State of \_\_\_\_\_.

PART TWO: FOR PARENT OR ADULT STUDENT USE

\_\_\_\_\_ signature of parent/legal guardian/adult student \_\_\_\_\_ date