



PINE TREE INDEPENDENT SCHOOL DISTRICT

SHARED RESIDENCY AFFIDAVIT

2026–2027 SCHOOL YEAR

This guide explains the Shared Residency process.
Please read carefully and follow all instructions.

This affidavit must be re-certified annually.
Evidence of false information may result in immediate withdrawal of the student(s) from school.



WHAT IS SHARED RESIDENCY?

Shared Residency occurs when a student lives in the home of another person (who is not the parent/legal guardian) within the boundaries of Pine Tree ISD.

A Shared Residency Affidavit must be completed annually and verified by PTISD.



WHO MUST COMPLETE THIS?

You must complete a Shared Residency Affidavit if:

- You do not have a utility bill or lease/rental contract in your name.
- Your child(ren) live with another family or a homeowner.
- You reside within the boundaries of PTISD.



THE SHARED RESIDENCY PROCESS

1



COMPLETE THE APPLICATION

Complete the Shared Residency Affidavit in full. Both the parent/guardian and homeowner/leaseholder must sign the affidavit in the presence of a notary.

IMPORTANT: Pine Tree ISD does not provide notary services. Please have your affidavit notarized before submitting your application to the PTISD Central Administration Office.

2



GATHER REQUIRED DOCUMENTS

Collect all required documents listed to the right. Make sure all documents are current and legible.

3



SUBMIT TO CENTRAL OFFICE

Submit your completed affidavit and all required documents in person to:

PTISD Central Administration Office
1701 Pine Tree Road
Longview, TX 75604

4



REVIEW & VERIFICATION

Your application will be reviewed and verified. You will be contacted if additional information is needed.

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WHAT HAPPENS NEXT?

- ✓ Your application will be reviewed by PTISD staff.
- ✓ You may be contacted if additional information is needed.
- ✓ Failure to meet requirements may result in removal from enrollment and transportation services.
- ✓ Re-enrollment may take up to five (5) school days.



REQUIRED DOCUMENTS CHECKLIST

All of the following documents must be submitted for your application to be reviewed.

- ☐ **Completed and Notarized Shared Residency Affidavit**
Both the parent/legal guardian and homeowner/leaseholder must sign in the presence of a notary.
- ☐ **Valid Photo ID – Parent/Guardian**
Driver's license, state ID, or other government-issued ID.
- ☐ **Valid Photo ID – Homeowner/Leaseholder**
Driver's license, state ID, or other government-issued ID.
- ☐ **Proof of Residence (dated within the last 30 days)**
Must show the homeowner/leaseholder's name and address. Acceptable documents: utility bill (electricity, water, or gas) OR property tax statement.
- ☐ **Copies of Passports (if applicable)**
For families who are not U.S. citizens.
- ☐ **Any Other Legal Documents (if applicable)**
Court orders or other legal documents related to custody, guardianship, or enrollment.



Incomplete applications or missing documentation will delay the approval process.



IMPORTANT NOTES

- All applications must be complete to be accepted.
- The information provided is subject to verification.
- **Providing false information may result in immediate withdrawal of the student(s) from school.**
- **Pine Tree ISD does not provide notary services. Please have all required signatures notarized before submitting.**



QUESTIONS?

We are here to help.



PTISD Central Administration Office
1701 Pine Tree Road
Longview, TX 75604



(903) 295-5000
Ext: 1215



srockwell@ptisd.org



SHARED RESIDENCY AFFIDAVIT

2026-2027 SCHOOL YEAR

This affidavit is required for students who reside with a Pine Tree ISD resident within district boundaries but whose legal parent or guardian does not own or lease the residence.

All information must be complete and accurate.

1. STUDENT INFORMATION

CHILD'S LAST NAME, FIRST NAME	DATE OF BIRTH (MM/DD/YYYY)	GRADE	ASSIGNED ALTERNATIVE SCHOOL	
			YES	NO
	____/____/____			
	____/____/____			
	____/____/____			
	____/____/____			
	____/____/____			

Parent/Guardian Name (Print): _____ Telephone: _____

Parent/Guardian Email: _____

2. HOMEOWNER / RESIDENT INFORMATION

I, _____, declare/certify
(Print name of owner, leaseholder, relative, etc.)

that I am the primary resident/owner at:

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____

Email: _____

Relationship to Student(s): _____

(Example: Grandparent, Aunt, Family Friend, etc.)

3. PARENT / LEGAL COURT-APPOINTED GUARDIAN INFORMATION

Name (Print): _____

Street Address (If different from above): _____

City: _____ State: _____ Zip: _____

Telephone: _____

Email: _____

Relationship to Student(s): _____

(Example: Mother, Father, Legal Guardian, etc.)

4. ACKNOWLEDGMENTS – PLEASE INITIAL EACH STATEMENT

- _____ I certify that the above-listed student(s) reside with the homeowner/resident at the address listed above on a full-time basis (seven days a week).
- _____ I understand that Pine Tree ISD may conduct home visits and/or request additional documentation at any time to verify the information provided on this affidavit.
- _____ I agree to notify Pine Tree ISD within 7 days if any of the above information changes.
- _____ I understand that any false information on this affidavit may result in immediate withdrawal of the student(s) from school and may be subject to legal action.
- _____ I have not submitted an out-of-district transfer application this school year.
- _____ I understand that this affidavit is valid for one (1) school year only and must be renewed each year.

5. SIGNATURES

By signing below, we certify that all information provided on this affidavit is true and correct.
We understand that any false information may result in withdrawal of the student(s) from school and possible legal action.

Signature of Homeowner/Resident

Date

Phone Number

Signature of Parent/Legal Court-Appointed Guardian

Date

Phone Number

6. NOTARY SECTION (NOTARY IS REQUIRED)

NOTARY SEAL
HERE

Before me, the undersigned authority, on this day personally appeared the above-named homeowner/resident and parent/legal court-appointed guardian, who being duly sworn, state that the information on this affidavit is true and correct.

Subscribed and sworn to before me this _____ day of _____, 20_____.

Signature of Notary Public

Printed Name of Notary Public

My Commission Expires: _____

7. PTISD APPROVAL

I confirm that both the parent/legal court-appointed guardian and the homeowner/resident, who are personally known to me or who have produced legal identification, have been properly identified, and I certify that the contents of this affidavit are true and correct under penalties of perjury.

Approved By: _____ Date: _____