

HENRICO COUNTY PUBLIC SCHOOLS

For distribution to parents/legal guardians

What You Need to Know About PROOF OF RESIDENCY

Henrico County Public Schools' policy states that a child must attend school in the zone/district where he/she resides with a parent or legal guardian. Families who reside outside of Henrico County are NOT eligible to attend Henrico County Public Schools.

Parents/legal guardians must provide two proofs of residency plus a picture ID to verify identity. Residency documents must show the person's name and address of where he/she is residing.

These documents will also be required for a change of address*.

Parents or legal guardians must submit at least one document from each of the three columns:

Column A

- Deed (may not have signatures)
- Current lease (w/signatures)
- Current mortgage bill
- Current tax assessment
- Current rent receipt
- Real estate contract (less than 90 days from completion)

If they have a lease in their name or they are listed as an occupant, they must provide that lease—they cannot opt to provide other business mail as proof as opposed to a lease!

Column B

A current utility bill, may include but not limited to:

- Electric bill
- Gas/oil bill
- Water bill
- Home phone bill
- Cable bill

"Current" is a bill/statement received within the past 30 days. Refer to the address affidavit checklist for ideas on additional acceptable residency documents.

Column C

- Valid driver's license
- Valid photo ID
- Valid passport

Copies of all residency documents will be kept in the student's file—you shall redact (block out) personal information such as balances.

*If it is a recent (less than 30 days) move, enrollment can be handled with one item from both Column A and C, with an allowance of an additional 30 days to provide an item from Column B. This would be considered a "conditional enrollment." Parents/legal guardians are required to provide the item from Column B within 30 days.

When registering a child, the parents/legal guardians must provide a document from Column A and Column B if they have a domicile (home/apartment) in their name or they are listed as an occupant on the lease. If a family does not have a domicile in their name, such as:

- 1) If the family is living with another person/family in the other family's home the following is required:
 - a. two notarized address affidavits—the homeowner provides one and the parents/legal guardians provide the second—for each child,
 - b. homeowner must provide three documents—one item from Column A and one item from Column B and another piece of business** mail,
 - c. parents/legal guardians must provide two documents— any two pieces of business** mail with their name at that address.
- 2) If it is a situation where the family lives in a home without a lease (this may happen if it is a relative's home and they do not give them a lease), the parents/legal guardians must provide four pieces of business** mail with their name and that address and a notarized letter from the homeowner.
- 3) If the family is homeless/McKinney-Vento (MV) or they are foster children contact the school for information.

**Business mail does not include junk mail, class D mail, or hand written mail.

Refer to policy P6 03-002 for additional information.

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REMEMBER: When you report an address change, you must provide proof of residency before the school can change your address. This includes if you report the address change on the Student Information Record (SIR).

ENROLLMENT REQUIREMENTS

The Commonwealth of Virginia requires the following criteria for your child to be eligible to attend public school:

- **Certified Birth Certificate (must be a certified copy)**
- **Immunization Requirements**
- **Report Card or Transcript from Previous School.**

The attending school must have a copy of the completed physical and immunizations, signed by health care provider, at time of enrollment or prior to starting school.

- **Proof of Legal Residency – Deed, house contract (closing date less than 90 days), current lease agreement, current rent receipt, current mortgage statement, or most recent tax assessment, along with current (no more than 30 days old) utility bill and picture ID.** The picture ID can be a driver's license, DMV ID or military ID. In the case of families living with other families, please contact the school for Proof of Legal Residency Address Affidavit forms and requirements. Copies of each residency document will be maintained in the student's file. The school shall redact (block out) personal information of the parent not necessary to document residency, including rent or mortgage amounts, bank balances and account numbers. All other information shall remain unaltered. Parents or legal guardians of students enrolled in Henrico County Public Schools are required to report an address change to every Henrico County school in which they have a child enrolled within 10 school days of the move. They must report this address change by completing and submitting the "Student Change Form" for each student, as well as providing the required residency documentation to each respective school.

Other Considerations for Parents

- ***Only a natural parent, adoptive parent, court appointed legal custodian or a person with a military power of attorney may enroll a child. (Nonmilitary or traditional powers of attorney are not acceptable.)***
- ***A foster parent may enroll a child with the consent of the child's legal custodian. Foster parents enrolling children in their care must present at enrollment a copy of the court order that identifies the child's legal custodian.***
- ***If your child currently receives special education services, bring a copy of the current IEP or 504 plan.***