CHESTERFIELD COUNTY PUBLIC SCHOOLS

Homeowners/leaseholders and parents, complete this form when student and parents live with others. Please have this form notarized, and return it to the school serving your attendance zone. <u>A new form must be completed at the beginning of every school year</u>.

Date: _____ School:_____For School Year:_____

I (Name of Resident) _____ own/rent/lease housing and reside at:

(Street Address)_____

(City/County)_____ , (State)_____ <u>VA</u>_____ (Zip)_____

Telephone: (Home) _____ _____(Work) _____(Cell)_____

and hereby **certify** that the following persons reside with me at the address shown above:

Parent's/Guardian's Name _____Student's Name_____

I understand that enrollment of the student named above is based on my certification and that <u>if this certification is false I may be liable for payment of tuition for the student</u>. I also agree to notify the school principal of any change in the residency of the above named student within three days of such notice. **WARNING**: Providing false information for school enrollment purposes is a **criminal offense**. VA Code 22.1-264.1.

<u>**Homeowners/leaseholders,**</u> to establish your residency in Chesterfield County, please provide one of the following in your name:
1) lease for one year; 2) deed 3) contract or lease free of contingencies to occupy a Chesterfield residence within two months of the date of enrollment; 4) residence manager's letter on company letterhead stating residence is a corporate residence located in Chesterfield; or 5) weekly receipts for temporary residence.   NOTE: refer to form AAA-1418 for detailed list.

<u>**Parent/guardian**</u> should provide an apartment manager's letter on letterhead stating residence of the parent. **Parent/guardian** provides two of the following within 30 days of enrollment:
   1. utility bills for most recent two months that may include water, gas, electricity, cable, or telephone;
   2. vehicle-related documents that may include registration, insurance policy or paid insurance bill;
   3. employment verification that may include current payroll stubs, current employer verification on company letterhead, or similar documents deemed acceptable by the school principal;
   4. tax document that may include current forms of IRS-1099, IRS-1040, IRS-W2, IRS-W4;
   5. other official correspondence from a government agency;
   6. medical bills dated within past three months; or
   7. consecutive bank statements from the last two months.

The sufficiency of the documentation provided with each enrollment application shall be determined by the school division administration in accordance with controlling policy and regulations.

<u>**Parent/Guardian:**</u>
            Are you presently sharing the housing of other persons due to loss of housing, economic hardship, eviction, or displacement?
                 ☐ Yes   ☐ No

Certification· I hereby certify that all of the above information is true and correct, and I agree and understand that any falsification of information may result in the immediate removal of my child/children from the Chesterfield County Public Schools. I also agree and understand that <u>any falsification of information will make me responsible for paying full nonresident tuition for my child/children</u> from the date of enrollment in the Chesterfield County Public Schools. I further understand that should a principal have reason to believe that my residency status has changed, I may be required to submit a new proof of residency and that failure to do so may result in the immediate removal of my child/children from Chesterfield County Public Schools. I hereby agree to release this information to be verified. **WARNING**: Providing false information for school enrollment purposes is a **criminal offense**. VA Code 22.1-264.1.

_____ _____   _____   _____
        Signature of Owner/Renter/Lessee   Date   Signature of Parent/Guardian/Custodian   Date

In the City/County of _____ in the Commonwealth of Virginia, the statements hereon have been sworn to and
subscribed before me this _____day of _____ , in the year _____.

Witness my hand and official seal: _____   My commission expires: _____
                                Notary Public   Date

Should a principal have reasonable suspicion during the school year that your residency status has changed, you may be required to complete a new form.