



## 2019-2020 RE-ENROLLMENT CHECKLIST

This document outlines the proof of residence documents required during Drew Charter School's in-person re-enrollment for rising 1<sup>st</sup> through 12<sup>th</sup> graders. Information and links for the online re-enrollment form as well as a detailed schedule for the in-person re-enrollment period are available at [www.drewcharterschool.org/reenroll](http://www.drewcharterschool.org/reenroll).

Please review the following information to ensure that you bring appropriate, original proof of residence documentation to in-person re-enrollment. You will not be able to complete re-enrollment without required documentation.

### Proof of Residence Requirements

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Please note the following regarding proof of residence documents:

- The custodial parent/guardian with whom the child lives must submit proof of residency documents.
- All proof of residence documents must show the parent or guardian's legal name and address.
- A P.O. Box is not acceptable as a residence address.
- All proof of residence documents denoted with an asterisk (\*) must be dated within the last 30 days. **At least one of the additional supporting proof of residence documents must be dated within the last 30 days.**
- **Drew Charter School requires original documents.** For example, a Georgia Power bill that is mailed to your residence is an original document. A copy of a Georgia Power bill that has been printed at home or work via your online account is not an original document. If you do not bring original versions of documents, you will need to use a Drew computer to log into your accounts and print copies of your statements/documents onsite. *To ensure a more efficient process, please bring any login information that you will need (usernames and passwords) to access your online accounts from a Drew computer.*

Please provide the documentation that applies to your child's living situation.

#### **If you own and live in your own home, you will need to provide:**

1. Photo identification (valid state-issued identification).
2. A deed or a mortgage statement\* in your name showing residence property address.
3. A current Georgia Power bill\* in your name showing the residence property address.
4. Two additional supporting documents in your name showing the residence property address (see Additional Supporting Proof of Residence Documents list on page 2).

#### **If you rent and live in the rental property, you will need to provide:**

1. Photo identification (valid state-issued identification).
2. Copy of the lease/rental agreement (or current HUD Certificate of Compliance/Annual Renew Notice). **All enrolling children's name(s) must be included on the lease.**
3. A current Georgia Power bill\* in your name showing the residence property address.
4. Two additional supporting documents in your name showing the residence property address (see Additional Supporting Proof of Residence Documents list on page 2).



### **Additional Supporting Proof of Residence Documents**

All supporting documents must show the residence property address. Documents denoted with an asterisk (\*) must be dated within the last 30 days. At least one of the supporting documents must be dated within the last 30 days.

- Current Georgia driver's license or identification card
- Bank statement\*, loan documents\*, credit card statement\* or monthly activity statement\*
- Voided check
- Home mortgage payment statement\*
- Health insurance, Medicare or Medicaid card
- Current pay stub\*
- Fulton or DeKalb County property tax statement with evidence thereupon of payment
- Voter registration documentation from Fulton or DeKalb County
- A current motor vehicle registration (tag receipt)
- Cable\*, telephone\*, cell phone\* or gas bill\*
- Receipt to have utilities connected\*

Please contact the Enrollment Team at [admissions@drewcharterschool.org](mailto:admissions@drewcharterschool.org) or 404-450-0567 with any questions.