



# Drew Charter School

## Re- Enrollment Proof of Residence Checklist

### (for 2018 – 2019 School Year)

**Proof of Residence documentation is required when re-enrolling rising 1<sup>st</sup> through 12<sup>th</sup> graders at Drew Charter School. Please review the following information to ensure that you bring the appropriate Proof of Residence documentation with you for onsite re-enrollment. Please note that you will not be able to complete the re-enrollment process without required documentation.**

#### **Proof of Residence Documentation Requirements**

Please note the following regarding Proof of Residency documents:

- The person with whom the child lives must submit proof of residency documents.
- All proof of residence documents must show the parent's or guardian's legal name and address. Please note that a P.O. Box is not acceptable as a residence address.
- All proof of residence documents in the *Possible Living Situations* section and the *List of Acceptable Supporting Residence Requirements Documents* section below denoted with an asterisk (\*) must be dated within the last 30 days.
- At least one of the additional Supporting Residence Requirement Documents must be dated within the last 30 days.
- Drew Charter School requires original documents, unless a copy of proof of residence statements and/or documents are printed online, on-site during enrollment in the onsite Drew Enrollment Center. When enrolling your child, if you do not bring original versions of proof of residence documents with you, you will need to utilize a school computer to log into your applicable online utility, credit card, bank, mortgage health insurance, etc. accounts and print copies of your applicable statements/ documents onsite.
- To ensure a more efficient process and save time during enrollment, please be sure to bring any login information that you will need (usernames and passwords information) to access your online accounts from a Drew computer.

Please carefully read the scenarios listed below and provide the documentation that applies to your child's living situation.

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#### **Possible Living Situation #1**

**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 for the current month showing the residence property address; AND
4. Two additional supporting documents in your name showing the residence property address. (See list of Acceptable Supporting Documents below.)

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### **Possible Living Situation #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);
  3. All registering children's name(s) must be included on the lease.
  4. A current Georgia Power Bill\* in your name for the current month showing the residence property address; AND
  5. Two additional supporting documents in your name showing the residence property address. (See list of Acceptable Supporting Documents below.)
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### **List of Acceptable Supporting Residence Requirements Documents**

***\*All documents denoted with an asterisk (\*) must be dated within the last 30 days.***

- Current Georgia driver's license or Georgia identification card if the address on the Identification is the same as the residential address
- Bank Statement\*, loan documents\*, credit card statement\*, 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\*