

PRINCE GEORGE COUNTY PUBLIC SCHOOLS
RESIDENCY FORM

Homeowners/leaseholders and parents are to complete this form when student and parents live with others or are renting without a written lease. Please have this form notarized and return it to the school serving your attendance zone.

Date: School: For School Year:

I (Name of Resident) own/rent/lease housing and reside at: (NO P.O. BOX ALLOWED)

(Street Address) (City/County), VA (Zip)

Telephone: (Home) (Work) (Cell)

and hereby certify that the following persons reside with me or are renting from me without a written lease 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 if this certification is false I may be liable for payment of tuition for the student. 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.

Homeowners/leaseholders, to establish your residency in Prince George 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 Prince George 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 Prince George; or 5) weekly receipts for temporary residence. NOTE: Refer to School Board Policy JEC-R. PLEASE NOTE IF LEASEHOLDER: PROPERTY OWNER/MANAGER MUST ACKNOWLEDGE IN WRITING THAT NAMED PARENT AND NAMED CHILD(REN) ARE LIVING WITH THE LEASEHOLDER OR NAMES MUST BE PLACED ON LEASE. PROPERTY OWNER/MANAGER TELEPHONE # (REQUIRED).

Parent/guardian provides two of the following within two months of enrollment: (However, if you completed this form last year, you must provide the requested documentation upon execution of this document to enroll your child(ren). No extensions of time are allowed).

- 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.

Certification/Release: We hereby certify that all of the above information is true and correct, and we agree and understand that any falsification of information may result in the immediate removal of named child/children above from the Prince George County Public Schools. We also agree and understand that any falsification of information will make both parties named above responsible for paying full nonresident tuition for named child/children above from the date of enrollment in the Prince George County Public Schools. We further understand that should a principal have reason to believe that residency status has changed, we may be required to submit a new proof of residency and that failure to do so may result in the immediate removal of named child/children above from Prince George County Public Schools. We hereby grant permission to Prince George County Public Schools to verify the above information through property management, real estate agencies, or other housing developments, including but not limited to any utility companies (i.e. telephone, internet, cable, gas, water and sewer and electrical power companies). We hereby grant permission to these agencies to release this information to Prince George County Public Schools 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:

Notary Public

My commission expires: 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.

\*This form must be completed at the beginning of each school year.