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## Memorandum

To: Parents/Legal Guardians

From: Lori McConnell, Educational Specialist for Residency Compliance

Date: April 21, 2020

Subject: Address Affidavit Procedures

We continue to have registration requests from families who do not own or lease property in their own names. In those instances, there is a means of providing proof of legal residency through a notarized address affidavit with supporting documentation.

All address affidavits are only valid for the current school year, they will expire at the end of that school year, and families will have to follow the procedures listed below for the upcoming school year. Leaseholders, your landlord will be contacted to verify that this family resides there.

### ***Here are the important steps to the address affidavit process:***

- The homeowner/leaseholder MUST report **in person** with the parent **EACH year** to provide the required documentation (with exception during the COVID-19 shutdown).
- The forms and accompanying documentation are valid only for the current school year (exception for spring Kindergarten registration). Therefore, EACH address affidavit must be updated yearly for EACH student.
- A separate address affidavit is required for **EACH** student, even if multiple children register at the same school.
- The form consists of a one-page address affidavit AND a one-page checklist.
- The affidavit must have every blank space filled in and be notarized by both parties.
- You may submit your address affidavit and supporting documents after June 1 for the upcoming school year. They must be submitted by mid-August, prior to the start of school. If not received prior to the start of school, it will impact your child obtaining their class schedule and starting school. Refer to the letter you received.

If you have questions or problems, feel free to contact Lori McConnell at 652-3544.

04/2020

*Residency affidavits are often verified by a visit from school/central office staff to confirm that the family is in fact living at the address indicated. This is a standard procedure. Thank you in advance for your cooperation.*

## Proof of Legal Residency Henrico County Public Schools Notarized Address Affidavit Checklist

When a student's family lives with another individual/family at their residence, **BOTH parties are required to come to the school** and provide appropriate documentation to meet HCPS residency requirements **in addition to a completed and notarized address affidavit** each time an address affidavit is presented for each student (attached).

**The Homeowner/Leaseholder** must provide ***one (1) item from each*** of the following groups for a total of three (3) items as indicated below.

- One original residential document:
  - Deed
  - House Purchase Contract/Closing Papers (90 days or less for occupancy)
    - After closing, the deed must be provided to the school.
  - Lease Agreement within current date range
  - Lease Agreement **and** notarized letter from landlord if lease is 1) Not within current date range OR 2) Month-to-month
  - Mortgage Statement
  - Tax Assessment
  
- One original document of a **CURRENT** (no more than 30 days old) utility bill:
  - Electric bill
  - Gas bill
  - Cable bill
  - Henrico County Public Utility bill (water, trash, sewer)
  - If lease covers all utilities or utilities are not in your name, then 2 additional documents are required*
  
- In addition, bring to the school to be copied **ONE** photo ID:
  - Driver's License
  - Valid DMV photo ID
  - Passport
  - Valid Photo ID

**NOTE:** *Henrico County Public Schools reserves the right to verify with your landlord that the family on this address affidavit is indeed residing with you.*

**The Parent/Legal Guardian** in addition to a photo ID, you must provide two (2) items as indicated below.

- Attach at least **TWO** of the following pieces of documentation with your correct address:
  - Driver's License
  - Car Registration
  - Voter Registration
  - Utility Bill
  - Tax or Bank Statement
  - Cell Phone Bill
  - Medical or Car Insurance Documentation
  - Paycheck
  - Social Services Award of Benefit

**NOTE: All documentation MUST reflect your current address and be dated within 30 days. No more than one document may be provided from a single agency (i.e., driver's license, voter registration, and car registration are all DMV documents, which would not be acceptable in combination)**

*If using an address affidavit, you may receive a visit from school/central office staff office to confirm that the family is in fact living at the address. This is a standard procedure. Thank you in advance for your cooperation in this matter.*

**Deadline to return documentation to school office:** \_\_\_\_\_

Revised 04/2020

ADDRESS AFFIDAVIT HENRICO COUNTY PUBLIC SCHOOLS

Date: \_\_\_\_\_ Shared Housing began (date) \_\_\_\_\_ ONLY valid for current School Year: \_\_\_\_\_

Student Name(Last, First, MI) \_\_\_\_\_ Grade \_\_\_\_\_ School \_\_\_\_\_

Homeowners/leaseholder and parent/legal guardians: Complete this form when student and parents live with others. Please have this form notarized and return it with the required residency documentation to the school serving your attendance zone. A SEPARATE FORM IS REQUIRED FOR EACH ENROLLED STUDENT. A new form and supporting residency documentation must be completed during the summer prior to the start of the school year for each enrolled student.

To establish residency in Henrico County, refer to the attached checklist for a detailed list of required documents. The adequacy of the documentation provided with each enrollment application shall be determined by the school in accordance with controlling policies and procedures.

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 and/or may result in the removal of my child/children from Henrico County Public Schools. I agree to notify the school of any change in the residency within ten days of the move. WARNING: Providing false information for school enrollment purposes is a criminal offense. VA Code 22.1-264.1.

Homeowner/leaseholder information: (please print)

I (Name of homeowner/leaseholder) \_\_\_\_\_ own/rent/lease housing and reside at:

(Street Address) \_\_\_\_\_

(City/County) \_\_\_\_\_, (State) \_\_\_\_\_ (Zip) \_\_\_\_\_

Telephone: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell) \_\_\_\_\_

My relationship to the student listed above: \_\_\_\_\_

As the leaseholder, I acknowledge that my landlord will be contacted to verify that the above family resides with me at my residence. (initial here) \_\_\_\_\_.

Parent/legal guardian and student information: (please print)

Parent's/Guardian's Name \_\_\_\_\_ (Cell) \_\_\_\_\_ (Work) \_\_\_\_\_

Previous address: \_\_\_\_\_

Siblings: (list additional siblings at bottom of the page)

Name: \_\_\_\_\_ School: \_\_\_\_\_ Grade: \_\_\_\_\_

Name: \_\_\_\_\_ School: \_\_\_\_\_ Grade: \_\_\_\_\_

I and my child have established full-time residency at the above homeowner/leaseholder's stated address. (Initial here.) \_\_\_\_\_

Both the homeowner/leaseholder AND the parent/legal guardian are responsible to notify the school within 10 days of a change in residency.

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 removal of my child/children from the Henrico County Public Schools. I also agree and understand that any falsification of information will make me responsible for paying full nonresident tuition for my child/children from the date of enrollment in the Henrico 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 removal of my child/children from Henrico County Public Schools. I hereby agree to release this information to be verified.

Signature of Homeowner/Leaseholder \_\_\_\_\_ Date \_\_\_\_\_ Signature of Parent/Legal Guardian \_\_\_\_\_ Date \_\_\_\_\_

In the City/County of \_\_\_\_\_ in the Commonwealth of Virginia, the statements herein 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 \_\_\_\_\_

§ 22.1-264.1. Misdemeanor to make false statements as to school division or attendance zone residency; penalty. Any person who knowingly makes a false statement concerning the residency of a child, as determined by § 22.1-3, in a particular school division or school attendance zone, for the purposes of (i) avoiding the tuition charges authorized by § 22.1-5 or (ii) enrollment in a school outside the attendance zone in which the student resides, shall be guilty of a Class 4 misdemeanor and shall be liable to the school division in which the child was enrolled as a result of such false statements for tuition charges, pursuant to § 22.1-5, for the time the student was enrolled in such school division.