



King George County Schools

Verification of Residence and/or Change of Address

New Student (DOB: ___/___/___)
 Change of Address - Same Zone
 Change of Address - New Zone
 School Year: _____

Student Name _____ School _____ Grade _____
First Middle Last (include Jr, II, etc)

Parent Name(s) _____ / _____
First Middle Last First Middle Last

Physical Address _____ Apt: _____
PO Box is not permitted Number and Street City State Zip

In order to enroll in King George County Schools, students must reside in King George with their parent(s) or legal guardian/custodian appointed by the courts. **It is a criminal offense to make an intentional false statement concerning a child's residence (§22.1 – 264.1 of the Code of Virginia).** Falsification of any information or documentation required for residency verification or the use of an address in a fraudulent manner may result in the revocation of student enrollment and possible prosecution. If at any time it is determined that the above child does not reside in King George County with the parent/legal guardian, you will be subject to tuition payments and/or revocation of student enrollment.

All documents provided must be current (may not be expired or must be dated within 30 – 60 day billing cycle). The enrollment process or change of address cannot be completed until all required proofs of residency are provided.

If this student has no fixed, regular, or adequate residence, or resides in a temporary place not ordinarily used as a residence, the school division may accept an alternative form of address that it considers appropriate. Please speak with your school registrar if you have questions.

<p><input type="checkbox"/> Option 1. The Enrolling Parent is the <u>HOMEOWNER</u> and this is the primary residence.</p> <p><i>ENROLLING PARENT</i> must provide the following in their name, with the above address:</p> <p>Mortgage statement, signed deed, deed of trust, or ratified sales agreement* for the residence.</p> <p><u>AND</u> ONE OF THE FOLLOWING:</p> <p>Current utility bill (gas, water, electric only) Letter from utility company verifying account Home insurance policy/statement/bill Real estate tax statement/bill</p> <p>* If home is under construction or pending closing date, a Request for Conditional Enrollment must be submitted to the Supervisor of Student and Family Services. Additional documentation is required.</p>	<p><input type="checkbox"/> Option 2. The Enrolling Parent <u>RENTS</u> from a homeowner and this is the primary residence.</p> <p><i>ENROLLING PARENT</i> must provide the following in their name, with the above address:</p> <p>Current signed and bona fide lease. Enrolling parent [<i>and child(ren) in some cases</i>] must be listed on the lease. After the expiration of a lease term, the parent must provide a new lease and supporting documents.</p> <p><u>AND</u> ONE OF THE FOLLOWING:</p> <p>Current utility bill (gas, water, electric only) Letter from utility company verifying account Renter's insurance policy/statement/bill</p>	<p><input type="checkbox"/> Option 3. The Enrolling Parents <u>LIVES WITH</u> another person and this is the primary residence.</p> <p><i>ENROLLING PARENT</i> must provide the following in their name, with the above address:</p> <p>Shared Residency or Property Affidavit</p> <p><u>AND</u> TWO OF THE FOLLOWING:</p> <p>Government issued photo ID Vehicle Registration Current utility bill (gas, water, electric only) Financial Record (paystub, state/federal taxes, government issued document)</p> <p><u>AND</u></p> <p><i>HOMEOWNER/LEASE HOLDER</i> must provide:</p> <p>Two proofs of homeowner/lease holder's residency as required in the previous options. Refer to Option 1 - "Homeowner" OR Option 2 - "RENT" for more information.</p>
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KGCS does not accept phone bills, medical statements, cable/satellite bills, or bank statements as proof of residency.

I, the parent/legal guardian, certify that the above-named student currently resides with me at the address listed above. I verify that all documents provided herewith are true and accurate. I am aware that KGCS staff may verify residency, including but not limited to conducting home visits and contacting landlords, and I hereby give my permission to do so. I understand I may be requested to provide new or additional proof of residency throughout my child(ren)'s enrollment in KGCS and I must provide this for my child(ren) to remain enrolled. If I and/or my child move(s), I understand that I am required to notify KGCS and submit updated documentation immediately. By signing this form, I agree to comply with the terms of this document.

Parent/Guardian/Custodian: _____ Date: _____

OFFICE USE ONLY: Special Enrollment Circumstances (attach supporting documents)

Foster Care Exchange Program Variance
 McK-V Conditional Enrollment Military POA
 Other: _____