

## **Guidelines for Enrollment of Students**

### **Required Documentation**

- Certified state issued birth certificate
- Comprehensive physical examination (K-5 only)
- Immunization record
- Social Security number (if applicable)
- Proof of residency
- Previous school records
- Court issued custody papers (if applicable)

### **Description/Clarification of Documentation**

#### Certified State Birth Certificate

- a. A certified copy of the pupil's birth record is required.
- b. If a parent cannot produce a birth certificate, a notarized affidavit may be accepted to complete enrollment until the birth certificate can be produced. However, if an affidavit is submitted, the parent must be notified that state law requires the principal to immediately notify the local law enforcement agency that the person enrolling the child has failed to produce a birth certificate. The notice to the law enforcement agency shall include copies of the affidavit explaining the inability to produce a birth certificate. Parents have 90 days from the date of enrollment to produce a certified birth certificate. Failure to do so may result in the student being excluded from school.
- c. The file number should be recorded at the time of registration. Birth certificates can be copied and retained in the student record.
- d. Please reference Admission of Homeless Students (Policy JECA).
- e. Please reference School Admission (Policy JEC), relating to foster care placement.

#### Comprehensive Physical Examination

- a. Parents of children entering an elementary school (grades K-5) for the first time must furnish a report of a comprehensive physical examination conducted no earlier than 12 months prior to the date of enrollment **OR** furnish records establishing that a physical examination was completed prior to enrolling in another school.
- b. Please reference Admission of Homeless Students (Policy JECA).
- c. Please reference School Admission (Policy JEC, paragraph I), relating to foster care placement.

#### Immunization Record

- a. Documentary proof from a physician or health department of complete immunization record must be furnished. The record must indicate that all required immunizations have been completed, including dates that immunizations were administered.
- b. Please reference Admission of Homeless Students (Policy JECA).
- c. Please reference School Admission (Policy JEC, paragraph I), relating to foster care placement.

A child whose immunizations are incomplete may be admitted conditionally, provided the parent or guardian has documentation at the time of enrollment indicating that the child has received at least one dose of the required immunizations and has a written schedule from a physician or local health department for completing the remaining doses within 90 days. The 90-day grace period does not apply to Tdap booster.

Any student admitted conditionally who fails to comply with his schedule for completion of the required immunizations shall be excluded from school until his immunizations are resumed.

#### Social Security Number

Original Social Security card should be furnished within 90 days of enrollment. If the student is ineligible to receive a social security number or the parent is unwilling to present a social security number for the student, the superintendent may waive the requirement and assign the student an alternate number. No child may be excluded from school for failure to provide a social security number.

#### Proof of Residency

The burden of proof for documenting residency in Prince George County rests with the parent or legal guardian. Generally, the domicile of a minor child is said to be that of the parent or guardian. A child is deemed to reside in Prince George when the child lives with 1) a natural parent or parent by legal adoption; 2) when the parents are deceased, and the child is living with a person acting in place of the parent who resides in Prince George; or 3) when the parents of a child are unable to care for the child and the child is living, not solely for school purposes, with a person acting in place of the parent who resides in Prince George. Proper documentation will be required. Residency requirements also apply to emancipated students who have reached 18 years of age.

A student who does not reside in Prince George County and who is not otherwise eligible under the special circumstances outlined in this policy will not be permitted to attend Prince George County Public Schools. If a student is found not to reside in Prince George County and does not meet the special circumstances outlined in this policy, the parent or guardian must withdraw the student immediately and may be liable for paying the cost of tuition for the time the student has been enrolled.

Additional direction is provided in the following special circumstances:

- a. A student requiring special needs who is part of a special agreement with another school division is permitted to enroll under the terms of the agreement.
- b. Consistent with case law and the opinions of the Virginia Attorney General, school staff are not permitted to inquire into a prospective student's citizenship or visa status in order to enroll that student but may require the parent or guardian to provide proof of residency.

The parent or legal guardian may establish residency in Prince George County by providing one of the following documents in the name of the individual:

- a. Copy of lease or rental agreement with current address and parent/guardian name, or residence manager's letter on company letterhead stating residence is a corporate residence located in Prince George County;
- b. Copy of deed with current address and parent/guardian name;
- c. Real estate tax receipt with current address and parent/guardian name;
- d. Copy of lease or other approved documentation for property at Fort Lee; or
- e. In circumstances where the parent or legal guardian lives with a friend, relative or they are renting/leasing from a landlord without a written lease, the parent or legal guardian may establish residency by annually completing the residency form (Form JEC-F), as follows:

Homeowner/leaseholder with whom they are living or leasing certifies that either the family is living at their residence or leasing without a written lease, and provides a copy of one of the following documents in the name of the homeowner/leaseholder:

1. Lease for one year or residence manager's letter on company letterhead stating residence is a corporate residence located in Prince George County;
2. Deed with current address and homeowner's name; or
3. Real estate tax receipt with homeowner's current address and name.

Once residency has been established, the parent or legal guardian must provide within two months from the date of enrollment any two of the following documents in their name for verification that they are living at homeowner/leaseholder's address:

1. Utility bills for most recent two months that may include water, gas, electricity, cable or telephone;
  2. Vehicle-related documents that may include current driver's license, 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 governmental agency;
  6. Medical bills dated within past three months; or
  7. Consecutive bank statements from the last two months.
- f. If the family is purchasing or constructing a home, leasing an apartment or home in Prince George County or is waiting for military housing and expects to take occupancy within 90 days, they must complete Form JEC-F1, and provide supporting documentation, to obtain permission for the children to be enrolled, subject to School Board approval (see Policy JECC).

Effective July 1, 2005, Section 22.1-264.1 of the Code of Virginia provides that any person who knowingly makes a false statement concerning residency of a child shall be guilty of a Class 4 misdemeanor. If it is proven that the address given is not the primary place of residence, tuition will be back-charged to date of enrollment.

If a principal receives information indicating that a student resides outside Prince George County or the attendance area if not on approved waiver, the principal shall send a letter to the parent or legal guardian that requires satisfactory proof of residency within five school days. If satisfactory proof of residency is not provided within five days, the principal will notify the parent or legal guardian that the student will be withdrawn from school at the end of an additional five school days.

#### Proof of Custody

A student is deemed to be a resident of the school division if he/she is living with a natural parent. A court order or proof of custody is not a requirement for the enrollment of these students (State Superintendents Memo #170, August 27, 2004).

If a student is living with someone other than the natural parent, the legal guardian must provide a copy of one of the following documents:

- a. Adoption decree
- b. Court-appointed guardianship documents
- c. Custody order
- d. Military power of attorney from a single military parent on TDY and a copy of the military orders

A person seeking custody or guardianship of the child must provide a copy of the petition with a copy of the receipt showing that the petition has been filed with the court. School staff may use the copies of the petition and receipt to enroll a child provisionally. It shall be responsibility of the person seeking custody or guardianship of the child to provide the case number and the date and time of the hearing. Within 10 days after the hearing date, the petitioner will provide to the school a copy of the court order granting custody or guardianship. A power of attorney will only be accepted if a military single parent is sent out on TDY.

#### **Please Note:**

- a. All schools should follow these guidelines in order to reduce inconsistency.
- b. Parents must produce all required documentation before a student may attend classes.
- c. Questions concerning student enrollment which are not addressed in these guidelines should be forwarded to the School Board Office.

Adopted: June 13, 2005

Revised: August 8, 2005; September 12, 2005; February 1, 2006 (Administratively); July 9, 2007; November 12, 2007; August 11, 2008

**PRINCE GEORGE COUNTY PUBLIC SCHOOLS**

**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: \_\_\_\_\_ School Year: \_\_\_\_\_

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

(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/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.

**Parent/guardian provides two of the following within two months of enrollment:**

- 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:** 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 immediate removal of my child/children from the Prince George 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 Prince George 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 immediate removal of my child/children from Prince George County Public Schools. I hereby agree to release this information 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.**

Adopted: June 13, 2005  
Revised: February 1, 2006 (Administratively); July 9, 2007