**Roanoke County Public Schools AD.5-108-21**

**ADDRESS/DOMICILE VALIDATION**

**Enrollment and Change of Address**

Roanoke County Public Schools requires all schools to document proof of address for each student enrolled. As a result, each time a student is being registered or requesting a change of address in Roanoke County Public Schools, it is necessary that the parent or guardian present reasonable proof of residing in our school district. It is understood that deliberate falsification or providing misleading information for school attendance purposes in a Roanoke County Public School will result in your child being immediately withdrawn from the Roanoke County Public Schools.

Please select one:

**My family resides with another Roanoke County homeowner.**

If your family resides with another homeowner, please complete ONLY the information on the other side of this page. The homeowner you reside with will need to be present to provide identification and signature to complete. In addition, form AD.5-108A must be completed by homeowner and notarized.

**My family does not reside with another Roanoke County homeowner.**

If your family is the primary homeowner, please complete ONLY the information requested below.

**Address/Domicile documentation:**

Please provide documentation of address/domicile. Acceptable documentation includes:

* Mortgage documentation or Deed
* Current lease
* Current real estate tax statement

All address documentation needs to be of your principal domicile in Roanoke County

**Va. legal code makes it a class 4 misdemeanor for any person to knowingly make a false statement concerning the residency of a child in a particular school division or school attendance zone for the purpose of avoiding tuition charges or enrollment in a school outside the attendance zone in which the student resides.**

I, (Print Parent Name\*) am aware of this procedure, which states that if a student is found to have established residency in our attendance area by using false or inaccurate information, the student will be immediately withdrawn from school; according to Virginia High School regulations, the student will lose extracurricular eligibility for 365 days from the date the information is certified as being false (VHSL Regulation 30-5-3.)

Student Name: Grade:

Address:

\*Parent’s Signature: Date:

Verification documentation presented:

Verification documentation copied for student file Date:

Verified by: Date:

Siblings attending Roanoke County Public Schools?  yes  no

**Complete this section if your family resides with someone else:**

**Documentation of address/domicile:**

Please provide documentation of address/domicile. Acceptable documentation includes if you reside with someone else as your principal residence in Roanoke County.

If you reside with someone else and do not have a mortgage, lease, or Roanoke County property tax statement, you must provide the following three (3) documents:

(a) If you are living with someone, the homeowner you are living with must provide one document from the list below:

* their mortgage or deed
* property tax assessment
* updated lease including all members living in the home
* proof of home purchase with mortgage within 30-45 days

(b) Notarized statement provided by the homeowner that you (parent(s) and child) live at the address as your principal residence in Roanoke County.

(c) Parent to provide current valid document from the list of alternate proof of address/domicile listed below:

Each document must be the original document and show name and address of the residence as it appears on the students/parent’s enrollment forms. The street address must be shown on all acceptable documents. A post office box or business address is not acceptable.

* Payroll check stub issued by an employer within the last two months.
* Original monthly bank statement not more than two months old issued by a bank
* Utility bill, not more than two months old, issued to parent: examples include: gas, electric, sewer, or cable. Cellular phone bills are not accepted. Utility bills must be submitted in full.

**Va. legal code makes it a class 4 misdemeanor for any person to knowingly make a false statement concerning the residency of a child in a particular school division or school attendance zone for the purpose of avoiding tuition charges or enrollment in a school outside the attendance zone in which the student resides.**

I, (Print Parent Name\*) am aware of this procedure, which states that if a student is found to have established residency in our attendance area by using false or inaccurate information, the student will be immediately withdrawn from school; according to Virginia High School regulations, the student will lose extracurricular eligibility for 365 days from the date the information is certified as being false (VHSL Regulation 30-5-3.) **Furthermore, the parents will be required to pay all non­-residency fees incurred while the student was enrolled in Roanoke County Public Schools.**

Student Name: Grade:

Address:

\*Parent’s Signature: Date:

Homeowner’s Signature: Date:

(Homeowner must be present to complete this section, show ID and provide signature with school staff)

Verification documentation presented:

Verification documentation copied for student file Date:

Verified by: Date:

Siblings attending Roanoke County Public Schools?  yes  no