



## 2022-2023 RE-ENROLLMENT PROOF-OF-RESIDENCE CHECKLIST

This document outlines the proof-of-residence documents required during Drew Charter School's re-enrollment process. **This year, only students in transition grades (rising 6<sup>th</sup> and rising 9<sup>th</sup>) as well as anyone with an address that needs to be updated in Drew's records are required to submit current proof-of-residency documents as a part of re-enrollment.** Detailed information about re-enrollment is available at [www.drewcharterschool.org/reenroll](http://www.drewcharterschool.org/reenroll).

Students who fall into one of the categories listed above will be able to upload these documents while completing the online re-enrollment form. Electronic submission is encouraged, however if a parent/guardian is unable to or opts not to submit documents electronically, they will be able to submit hard copy documents in-person during the re-enrollment window between March 7, 2022 and March 18, 2022. Once available, exact times and locations will be posted at [www.drewcharterschool.org/reenroll](http://www.drewcharterschool.org/reenroll).

If your student requires updated proof-of-residence documents, please review the following information to ensure that you gather all documentation ahead of completing your online re-enrollment form or showing up to your in-person appointment. You will not be able to complete re-enrollment without required documentation.

### Proof of Residence Requirements

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Please provide the documentation that applies to your child's living situation.

#### **If you own and live in your own home, you will need to provide:**

1. Photo identification (valid state-issued identification).
2. A deed or a mortgage statement\* in your name showing residence property address.
3. A current Georgia Power bill\* in your name showing the residence property address.
4. Two additional supporting documents in your name showing the residence property address (see Additional Supporting Proof of Residence Documents list on page 2).

#### **If you rent and live in the rental property, you will need to provide:**

1. Photo identification (valid state-issued identification).
2. Copy of the lease/rental agreement (or current HUD Certificate of Compliance/Annual Renew Notice). **All enrolling children's name(s) must be included on the lease.**
3. A current Georgia Power bill\* in your name showing the residence property address.
4. Two additional supporting documents in your name showing the residence property address (see Additional Supporting Proof of Residence Documents list on page 2).

#### **Please note the following regarding proof of residence documents:**

- The custodial parent/guardian with whom the child lives must submit proof of residency documents.
- All proof of residence documents must show the parent/guardian's legal name and address.
- A P.O. Box is not acceptable as a residence address.
- **All proof of residence documents denoted with an asterisk (\*) must be dated within the last 30 days. At least one of the additional supporting proof of residence documents (see page 2) must be dated within the last 30 days.**



### **Additional Supporting Proof of Residence Documents**

All supporting documents must show the residence property address. Documents denoted with an asterisk (\*) must be dated within the last 30 days. At least one of the supporting documents must be dated within the last 30 days.

- Current Georgia driver's license or identification card
- Bank statement\*, loan documents\*, credit card statement\* or monthly activity statement\*
- Voided check
- Current pay stub\*
- Fulton or DeKalb County property tax statement with evidence thereupon of payment
- Voter registration documentation from Fulton or DeKalb County
- A current motor vehicle registration (tag receipt)
- Cable\*, telephone\*, cell phone\* or gas bill\*
- Receipt to have utilities connected\*
- Federal or state award letter for SNAP, TANF, WIC, Medicaid, Section 8 or PINS

Please contact the Enrollment Team at [enrollment@drewcharterschool.org](mailto:enrollment@drewcharterschool.org) or 404-450-0567 with any questions.