

Superintendent/Designee determines that extenuating circumstances justify the waiver of the following:

- ❖ the original residence must be abandoned as a residence, meaning sold, rented or disposed of as a residence, and must not be used as residence by any member of the family;
- ❖ the entire family must make the change and take with them the household goods and furniture appropriate to the circumstances; and
- ❖ the change must be made with the intent that it is permanent. School Board Policy JEC.
- A person who knowingly makes a false statement to the school division regarding the residency of a student for the purpose of enabling that student to attend Albemarle County Public Schools shall be subject to criminal prosecution. Authority: Virginia Code §22.1-264.1.
- If an administrative review reveals that a false statement(s) was given to obtain admission, the parent/legal guardian will be liable for payment of the non-resident tuition. Providing false information is fraud, and the appropriate tuition charge shall be assessed for each student(s) found to be falsely enrolled in Albemarle County Public Schools. The tuition for the school year begins at approximately \$8,811.00
- In the event that a false statement(s) was provided, the student(s) will be withdrawn from Albemarle County Schools.
- Staff may conduct a home visit for the sole purpose of confirming residency requirements.

Section III -To be filled out before a Notary.

I have read and accept the above guidelines.

Printed Name of Parent/Legal Guardian or eligible student: _____ Signature: _____ Phone Number: _____ Relationship to Homeowner/Landlord: _____	Printed Name of Homeowner/Landlord: _____ Signature: _____ Phone Number: _____
Notary For The Parent/Legal Guardian/Eligible Student	Notary For The Homeowner/Landlord
City/County of _____ Commonwealth of Virginia: Sworn to and subscribed before me this _____ day of _____ 20____, the above subscriber personally appeared before me and made oath in due form of the law that the foregoing facts are true to the best of his/her knowledge, information and belief, under penalty of perjury. Witness my hand and official seal: My Commission Expires _____ Notary Public _____ Notary ID # _____ NOTARY'S SEAL	City/County of _____ Commonwealth of Virginia: Sworn to and subscribed before me this _____ day of _____ 20____, the above subscriber personally appeared before me and made oath in due form of the law that the foregoing facts are true to the best of his/her knowledge, information and belief, under penalty of perjury. Witness my hand and official seal: My Commission Expires _____ Notary Public _____ Notary ID # _____ NOTARY'S SEAL

Section IV - FOR SCHOOL USE ONLY - To be completed by Office Staff. Indicate the proofs provided with a ✓.

<p style="text-align: center; color: red;">Proof of Residence</p> <p>REQUIRED – from Homeowner/Landlord One of the following:</p> <p>____ Deed, Mortgage ____ Monthly Mortgage Statement ____ Residential Rental/Lease Agreement ____ Written Documentation from Federal Agency or designee</p> <p>Plus One of the following:</p> <p>____ Paid Albemarle County Tax Receipt ____ Utility Bill within last 30 days, Notice of Hook Up or Deposit ____ Letter from Social Worker</p>	<p style="text-align: center; color: red;">Proof of Residence</p> <p>REQUIRED – from Parent/Guardian TWO of the following:</p> <p>____ Paid Albemarle County Tax Receipt ____ Utility Bill within last 30 days, Notice of Hook Up or Deposit ____ Letter from Social Worker ____ Court Orders, Military Orders, State Agency agreement regarding the student’s residency ____ Payroll check stub issued by an employer within 30 days ____ Monthly bank statement within 30 days ____ Current automobile, health, renters insurance card or bill within 30 Days ____ Medical Report, health care provider bill within 30 days</p> <p style="text-align: center;">For exceptions based on inability to provide the documents, contact ESOL, Families In Crisis, or Student Services.</p>	<p>Should this family be considered for McKinney-Vento? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>School: _____</p> <p>Verified by: _____</p> <p>Yearly Review & Verification – Parent/Legal Guardian will provide current proofs of residency and verify that all other information on the form is current, or school staff member may verify.</p>
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Instructions for School Staff

This Shared Housing Disclosure Form is valid as long as a student remains in a given school.
However, Proof of Residency must be provided and approved each school year.

To refer students to the ACPS Families In Crisis Homeless Department, please have the parent/legal guardian fill out the **front page only** of the Shared Housing form and send via email or fax to the **ACPS Families In Crisis Department:**
Email: lbrown2@k12albemarle.org
Fax: 434-244-8909

Shared Housing Disclosure Form Procedures

Shared Housing Disclosure Forms are valid as long as a student remains in a given school. When a student changes schools, new information should be requested providing new proof of residency. Parents should immediately notify the school of any changes in residency status whenever such change occurs.

Interview the parent(s)/legal guardian/eligible student:

- Can they show proof of residency, lease or mortgage? If not, is the leaseholder residing in the home and available to sign the Shared Housing form?
- Are they residing with another family/renters?
- Is the living situation temporary or short term?
- Do they need additional services?

Notary Procedures

- Any authorized notary may be used to notarize the form, not just school notaries. However, parents/guardians should be advised that using an outside notary may lead to delays if they complete the form incorrectly or provide the wrong documents. Using school notaries should be encouraged whenever possible.
- The parent/legal guardian/eligible student may sign the form at a different time than the homeowner/landlord/leaseholder.
- Note the two separate notary sections are BOTH to be filled out.
- Copies are not required of the documents that were provided.

Proof of Residency Documents

- If a school notary is asked to notarize the form, the notary needs to review all proof of residency documents from Section IV and check them off BEFORE notarizing the form.
- If an outside notary has been used to notarize the form, the school registration staff receiving the completed form must review all proof of residency documents and check off all that have been provided. For any missing or improperly provided documents, staff must make a reasonable attempt to contact the parent/legal guardian and request the missing documents.
- In the event that a parent/legal guardian informs school staff that they cannot provide some or all of the proof of residency, school staff should contact ESOL, Homeless, or Student Services. Depending on the circumstances, a partial waiver may be granted.

Custody/Residency Questions

- If the adult completing the form is NOT a parent or legal guardian of the student(s), contact ESOL, Families In Crisis Homeless, or Student Services for guidance.

Completed Shared Housing Form

- Provide a copy of the Shared Housing Form to the parent/legal guardian.
- The same Shared Housing Form may be used for enrollment at other Albemarle County Schools. Send a copy of the Shared Housing Form to other Albemarle County Schools in which students in the family will be enrolling.
- Mark in the Powerschool field that a Shared Housing Form was used.
- The original Shared Housing Form will be filed at the school where the initial notarization took place or, if the form was notarized elsewhere, the school of the first student listed on the form in Section I.