2022-2023 Albemarle County Public Schools Shared Housing Disclosure Form

This form should be completed when there are multiple families residing in a single home. In the event that a family is the only occupant of a single family home but not in possession of a deed, lease, or sublease, this form should not be used and the family must provide other documentation to establish residency. Under no circumstances may a family maintain two residences for school attendance purposes. It is the obligation of the school to know the complete residence status of each student and to see that all comply with these requirements under School Board Policy JEC. If there is a change in the student's bona fide legal residency, it is the responsibility of the parent(s)/legal guardian(s)/eligible student to notify the school immediately.

To be completed by the parent/legal guardian of student(s) being registered or eligible student (18 or older). Section I

Section 1					
Name of Parent or Legal Guardian (or eligible student):					Date:
Street Address:					
Mailing Address if different from	Above:				Phone:
City:		Virginia	Zip	Code:	
Does the holder of the deed/lease of Yes ☐ No	reside in the home?			Form Or	riginally Filled Out at
First and Last Name of EVERYONE living		Date of			Relationship to
		Birth if under 22	If of school age		Student(s)
in the hom If names are unknown, indic		years old	Grade	School	
II flames are unknown, mule	atc addit, cillid.				
Section II –Additional support The information belo			the McKin	ney-Vento Act.	
How long has the student(s) lived at this residence?				_ Number of bedroo	ms
How long do you anticipate livir	ng at this address? □	unknown	□ 0-6 montl	hs	
_		l year	☐ more than	ı 1 year	
Reason (Check all that apply):					
(encon un unu appiy).	☐ Sharing housing for economic re		saster such	as fire	ling a new home
	□ Eviction		oreclosure	□ Reloc	cating

• Determination of what constitutes a bona fide change of residence depends upon the facts of each case, but in order for a change of residence to be considered bona fide the following facts must exist, at a minimum, unless the

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					
Printed Name of Parent/Legal Guardian or eligible student:	Printed Name of Homeowner/Landlord:				
Signature: Phone Number: Relationship to 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				
Section IV - FOR SCHOOL USE ONLY - To be completed by Office	Staff. Indicate the proofs provided with a 🗸.				
rroot of Residence					

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

Instructions for School Staff

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.