

Motivo: (Marque todo lo que corresponda)

Comparto vivienda por motivos económicos
 Desastre tal como incendio
 Construcción de una casa nueva
 Desalojo
 Ejecución hipotecaria
 Me he mudado
 Otro:

- La determinación de lo que constituye un cambio de domicilio auténtico y legal depende de las circunstancias de cada caso, pero para que se considere que un cambio de domicilio es auténtico y legal, como mínimo deben existir las siguientes circunstancias, a menos que el Superintendente o su delegado determine qué circunstancias atenuantes justifican que el caso quede exento de lo siguiente:
 - ❖ el domicilio original debe ser abandonado como lugar de residencia, lo que significa que dicho lugar debe haberse vendido, alquilado o descartado como lugar de residencia y ningún integrante de la familia debe estar usándolo como su lugar de residencia;
 - ❖ toda la familia debe haberse mudado y deben haberse llevado consigo los enseres domésticos y mobiliario correspondiente a las circunstancias; y
 - ❖ el cambio de domicilio debe hacerse con la intención de que sea permanente. Política *JEC* de la Junta Escolar.
- Una persona que a sabiendas da una declaración falsa a la división escolar con respecto al domicilio de un estudiante a fin de hacer posible que ese estudiante asista a las Escuelas Públicas del Condado de Albemarle estará sujeta a una acusación penal. Autoridad: Código de Virginia §22.1-264.1.
- Si una revisión administrativa revela que se emitió una declaración falsa para obtener admisión, el padre/la madre/el apoderado legal será responsable del pago del derecho de matrícula por estudiante que no reside en el condado. Proporcionar información falsa es un fraude y se cobrarán los correspondientes cargos por derecho de matrícula por cada estudiante que se determine haya sido matriculado en las Escuelas Públicas del Condado de Albemarle con información falsa. El derecho por matrícula para el año escolar empieza aproximadamente en \$8.811,00
- En caso que se proporcione una declaración falsa, el estudiante será retirado de las Escuelas Públicas del Condado de Albemarle.
- El personal puede llevar a cabo una visita domiciliaria con el único propósito de confirmar los requisitos de domicilio.

Sección III –A ser completada ante un notario.

He leído y acepto las pautas anteriores.

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| <p>Nombre en imprenta del padre/ madre/ apoderado o estudiante elegible:</p> <p>_____</p> <p>Firma: _____</p> <p>Número de teléfono: _____</p> <p>Parentesco con el propietario/arrendador: _____</p> | <p>Nombre en imprenta del propietario/arrendador:</p> <p>_____</p> <p>Firma: _____</p> <p>Número de teléfono: _____</p> |
| <p>Notario para el padre/madre/apoderado legal/estudiante elegible</p> <p>City/County of _____</p> <p>Commonwealth of Virginia: Sworn to and subscribed before me this _____ day of _____</p> <p>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:</p> <p>My Commission Expires _____</p> <p>Notary Public _____</p> <p>Notary ID # _____</p> <p>NOTARY’S SEAL</p> | <p>Notario para el propietario/arrendador:</p> <p>City/County of _____</p> <p>Commonwealth of Virginia: Sworn to and subscribed before me this _____ day of _____</p> <p>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:</p> <p>My Commission Expires _____</p> <p>Notary Public _____</p> <p>Notary ID # _____</p> <p>NOTARY’S SEAL</p> |

Sección IV - SÓLO PARA USO DE LA ESCUELA – To be completed by Office Staff. Check off what was shown as proof.

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| <p style="text-align: center;">Proof of Residency</p> <p>REQUIRED – from Home Owner/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;">Proof of Residency</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 child’s residency _____ Payroll check stub issued by an employer within 30 days _____ Monthly bank statement within 30 days _____ Current automobile, health, renter’s 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?</p> <p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>School: _____</p> <p>Verified by: _____</p> <p><small>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.</small></p> |
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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.

Este Formulario de Divulgación de Vivienda Compartida es válido mientras el estudiante permanezca en una escuela determinada. Sin embargo, se debe proporcionar y aprobar la prueba de residencia cada año escolar.

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.