



# Residence Verification

Beginning in March 2015, persons enrolling a student in Fulton County Schools shall be required to submit two proofs of residence from the districts approved list of documents upon initial enrollment, Kindergarten, 6<sup>th</sup> grade, 9<sup>th</sup> grade and at the time of any family/student address change.

## Why am I required to submit the proofs of Residency?

In February 2015, the school system changed its School Admission Policy (JBC) regarding Residence Verification. The policy **no longer requires** families to complete an Affidavit of Residence (AOR) for every year of student enrollment. It now requires that families provide **two proofs of residence** upon initial enrollment in Fulton County Schools or upon entry into Kindergarten, 6<sup>th</sup>, 9<sup>th</sup> grades, and when there is any address change. These two proofs of residence must be from the school system's approved list of verifiable residence documents (see below).

**One current Water or Electric bill AND one Residence document from the list below. Both documents must contain parent or guardian's name and current address.**

- |  |                               |
|--|-------------------------------|
| Copy of home mortgage Bill                       | Current bank statement        |
| Valid Drivers license/ State ID                  | Current Paycheck              |
| Copy of home sale contract                       | Current HOA Bill              |
| Section Eight/HUD Housing Document               | Current Apartment/House Lease |
| Homeowner's/Renter's insurance registration card |                               |

## How much time do I have to submit proofs of residence?

The parent, guardian or other person having charge of a student should provide 2 proofs of residence at the time of initial enrollment, entry into Kindergarten, 6<sup>th</sup> grade, and 9<sup>th</sup> grade but if unable to provide at that time will have 30 calendar days to submit the required residency documents.

## What happens if I do not submit verifications within 30 days?

At the end of the 30-day provisional enrollment period, if proof of residency has not been provided, the student may be withdrawn. The school will notify the enrolling person at least 10 calendar days prior to the withdrawal of the student

## What if I am trying to enroll a student whom I am not the Parent or legal/Guardian of?

In cases where a family may be experiencing an extenuating circumstance that results in the student (s) having to reside with someone other than their parent or legal guardian, the School Social Worker should be contacted for support and further guidance.

## What happens if I do not submit accurate or valid residency documents?

Making false statements or submitting false documentation to the Fulton County School System and false swearing is a violation of O.C.G.A. §16-9-2, §16-10-20 and/or §16-10-71 of the criminal laws of the State of Georgia and punishable by a fine of not more than more than \$1,000.00 or by imprisonment for not less than one nor more than five years, or both. O.C.G.A. 13-10-71.

## What happens if my residency information is questioned?

All questionable residency situations shall be referred to the school district's residency verification staff for further investigation. At the discretion of the residency verification staff, residency verification and investigation can include, but is not limited to,

- Parent/guardian submits a signed, notarized affidavit of residency legally verifying that they reside at physical address of record
- Residency verification or designated school staff interviews students who are reportedly residing at address of record
- Examination of student(s) tardy, attendance, bus riding records

- Parent/guardian submits additional residency verification documents, as requested
- Home visit conducted by residency verification staff and/or designated school staff
- Residency Verification staff or designated school staff conduct structured observations of address of record

**What if I have an approved Hardship?**

Student Transfers and Hardships can be confirmed by providing documentation of the approved hardship. All other questions regarding Hardship processes should be directed to the Student Assignment office.