

# WHAT DO I NEED TO REGISTER MY CHILD FOR SCHOOL?



1

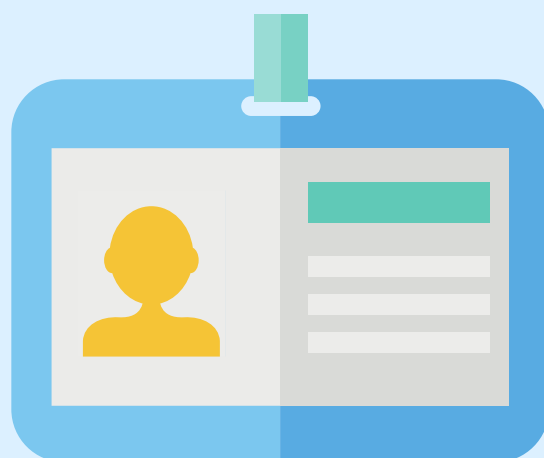
## Child's Birth Certificate



Child's **original** or **certified** birth certificate.

2

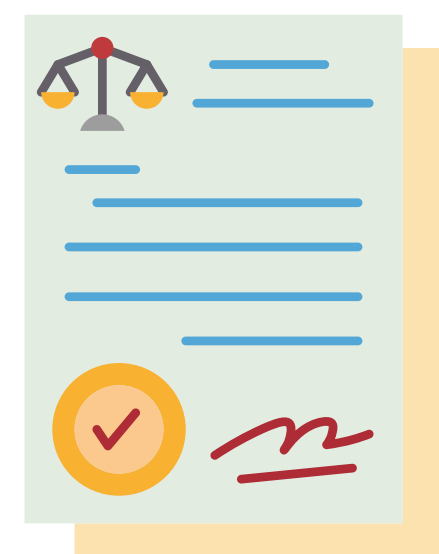
## Parent's Photo ID



Parent or legal guardian's photo identification.

3

## Custody Documents



Custody documents, **if applicable**.

4

## School Records



Official school records from another school system or country **(if applicable/available)**.

5

## Medical Information



Immunization records, a **physical examination (K-5)** and a **tuberculosis screening**. done *within 12 months prior* to starting school.

6

## Proofs of Residency



**THREE TOTAL REQUIRED.**  
*See back for more details.*

# WHAT DO I NEED TO REGISTER MY CHILD FOR SCHOOL?



## PROOFS OF RESIDENCY – **3** TOTAL REQUIRED

### **1** OF THE FOLLOWING:

- **Lease or Rental Agreement:** The original lease must be current (not expired) indicating the dates, terms, names, signatures and property address for the parent/legal guardian who is enrolling the student.
- **Deed:** A property deed, accompanied by a copy of the owner's personal property tax. The deed must be in the parent/legal guardian name.
- **Mortgage:** A mortgage bill prepared by the lender (including date, Alexandria address and lender name) within 60 days of registration or the initial mortgage contract with current copy of the owner's property tax.



### and **2** SUPPORTING DOCUMENTS

- **Utility bill** (water, gas, electric, cable and/or landline phone bill). *Must be dated within the past 30 days.*
- **Current Alexandria City Personal Property Tax** (vehicle, RV, boat). *Please note: Virginia Department of Motor Vehicles requires all personal property must be registered to the current address within 60 days of relocation.*
- **Mailed letter from a government agency** (TANIF, HUD, ARHA, IRS, etc.). *The letter must be addressed to the parent/legal guardian or adult student.*
- **Current pay stub** (with Alexandria City address and noting Virginia tax withholding)
- **Latest federal/state income tax return** noting the Alexandria City address
- **Two (2) consecutive bank statements** mailed to the Alexandria City address
- **Current homeowner or renter's insurance policy** noting an Alexandria City address



## SHARED HOUSING

If residing with someone else, the parent/legal guardian must **complete a notarized Shared Housing Form** and provide an **original copy of the mortgage, deed (with a tax bill) OR an original copy of the lease** for the person with whom the parent/legal guardian and child(ren) are living with. Additionally, the parent/legal guardian is required to provide **two supporting documents** (in the parent/legal guardian's name) as listed above.