

Proof of Residency

Please submit your two proofs in the following manner: send in a hard copy of both documents with your student's name and grade to the front office or send electronically to HBMSresidencedocs@fultonschools.org with your child's name and grade in the subject line.

Proof Required: Persons enrolling a student shall submit **two** proofs of residency from the school systems' approved list of verifiable residency documents: one from the approved utility list and one from the approved residency list, upon initial enrollment in Fulton County Schools and when there is any address change (see list below). Schools will retain a copy of documents in the student's permanent record folder. Schools will follow the records retention guidance found in the following policies: [EHB Records Administration](#).

Please provide ONE PROOF from EACH LIST Two Total Proofs Required

Documented proof of where the student primarily resides and that this dwelling is within Fulton County.

Parents/guardians cannot carry a homestead exemption on another address in another jurisdiction.

All proofs of residency must be provided with the parent(s)/ guardian(s) name and current address.

One Utility Proof (Must Be Current)

- Electric Monthly Statement; or
- Water Monthly Statement

NOTE: Gas bills are not accepted.



One Residence Proof (Must Be Current)

- Home Mortgage Bill; or
- Home Sale Contract; or
- Current Apartment/House Lease; or

- Section Eight/HUD Housing Document; or
- Current HOA Bill; or
- A current year tax bill or assessment

Provisional Enrollment: If the provision of proof of residency, age, or any other requirements is delayed, the student will be provisionally enrolled for a period of 30 calendar days. The 30-calendar day period starts on the 1st day of enrollment. At the end of this 30-calendar day period, if the two required proofs of residency have not been provided, the student will be withdrawn. By the 20th day, if no proof of residency has been provided, a withdrawal letter will be sent to the enrolling person notifying them of the imminent withdrawal of the student if no documentation is provided.