

2026-2027 Albemarle County Public Schools Shared Housing Disclosure Form

This form should be completed when multiple families reside in a single home. If 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 the student(s) being registered or an eligible student (18 or older).

Section I

Name of Parent or Legal Guardian (or eligible student):		Date:
Street Address:		
Mailing Address if different from Above:		Phone:
City:	State:	Zip Code:
Does the holder of the deed/lease reside in the home?		Form Originally Filled Out at _____
☐ Yes ☐ No Lease Holder Name _____		Form Originally Filled Out by _____

First and Last Name of EVERYONE living in the home. If names are unknown, indicate "adult, child."	Date of Birth if under 22 years old	If of school age		Relationship to Student(s)
		Grade	School	

Section II –Additional support services may be available under the McKinney-Vento Act.

The information below will help determine eligibility.

How long have the student(s) lived at this residence? _____ Number of bedrooms _____

How long do you anticipate living at this address? ☐ unknown ☐ 0-6 months
☐ 1 year ☐ more than 1 year

Reason (Check all that apply):

- | | | |
|---|--|--|
| ☐ Sharing housing for economic reasons | ☐ Disaster such as fire | ☐ Building a new home |
| ☐ Eviction | ☐ Foreclosure | ☐ Planned Relocation |
| | | ☐ Other |

- 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 above guidelines.

Printed Name of Parent/Legal Guardian or eligible student: _____ Signature: _____ Phone Number: _____ Relationship to Homeowner/Landlord: _____	Printed Name of Homeowner, Landlord or Leaseholder: _____ Signature: _____ Phone Number: _____
Notary For The Parent/Legal Guardian/Eligible Student 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	Notary For The Homeowner, Landlord or Leaseholder 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

Section IV - FOR SCHOOL USE ONLY - To be completed by Office Staff. Indicate the proofs provided with a ✓.

Proof of Residence REQUIRED – from Homeowner/Landlord One of the following: _____ Deed, Mortgage _____ Monthly Mortgage Statement _____ Residential Rental/Lease Agreement _____ Written Documentation from Federal Agency or designee Plus One of the following: _____ Paid Albemarle County Tax Receipt _____ Utility Bill within last 30 days, Notice of Hook Up or Deposit _____ Letter from Social Worker	Proof of Residence REQUIRED – from Parent/Guardian One of the following: _____ 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 student's residency _____ Other For exceptions based on inability to provide the documents, contact ESOL, Families In Crisis, or Student Services.	Should this family be considered for McKinney-Vento? ☐ Yes ☐ No School: _____ Verified by: _____ 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.
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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 at the residence provided on the form.

However, Proof of Residency must be provided and approved at the beginning of each school year and/or when a move occurs and is unable to provide the required residency documentation.

When a student moves and/or 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.