2020-2021 Albemarle County Public Schools Shared Housing Disclosure Form

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 AND the homeowner to notify the school immediately.

School Form is Originally filled out at:_____

To be completed by the parent/legal guardian of student(s) being registered or 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: | | | | |
| City: | Virginia | Zip Code: | | |

| Name EVERYONE living in the home. | Date of Birth if under 22 years of age | If | of school age | Relationship to Student/s |
|-----------------------------------|---|-------|---------------|------------------------------|
| | | Grade | School | |
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Section II –Additional services, including tutoring, may be available Under the McKinney-Vento Act. The information below will help determine eligibility.

| How long has the student(s) live | ed at this residence? | Number of bed | rooms: |
|----------------------------------|---|-----------------------|---------------------|
| How long do you anticipate livi | ng at this address? | | |
| This arrangement is: | Temporary | Permanent | |
| Reason: (Check all that apply) | Sharing housing for economic reasons | Disaster such as fire | Building a new home |
| | Eviction | Foreclosure | Relocating 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.
- A home visit may be conducted by staff 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. | I have read | and acce | pt the above | guidelines. |
|--|-------------|----------|--------------|-------------|
|--|-------------|----------|--------------|-------------|

| Printed Name of Parent/Legal Guardian or eligible student: | Printed Name of Homeowner/Renter: |
|---|--|
| | |
| | |
| Signature: | Signature: |
| Phone Number: | |
| Relationship to Owner/Renter: | Phone Number: |
| Notary For The Parent/Legal Guardian/Eligible Student | Notary For The Homeowner |
| City/County of | City/County of |
| Commonwealth of Virginia: Sworn to and subscribed before me this | Commonwealth of Virginia: Sworn to and subscribed before me this |
| day of | day of |
| 20, the above subscriber personally appeared before me and | 20, the above subscriber personally appeared before me and made |
| made oath in due form of the law that the foregoing facts are true to the | oath in due form of the law that the foregoing facts are true to the best of |
| best of his/her knowledge, information and belief, under penalty of | his/her knowledge, information and belief, under penalty of perjury. |
| perjury. Witness my hand and official seal: | Witness my hand and official seal: |
| My Commission Expires | My Commission Expires |
| Notary Public | Notary Public |
| Notary ID # | Notary ID # |
| NOTARY'S SEAL | NOTARY'S SEAL |
| | |

Section IV - FOR SCHOOL USE ONLY - To be completed by Office Staff. Check off what was shown as proof.

| | Proof of Residence | |
|--|--|---|
| Proof of Residence | REQUIRED – from Parent/Guardian TWO of the following: | Should this family be |
| REQUIRED – from Home Owner One of the following: Deed, Mortgage | Paid Albemarle County Tax Receipt Utility Bill within last 30 days, Notice of Hook Up or Deposit Letter from Social Worker Court Orders, State Agency | considered for McKinney- Vento? |
| Monthly Mortgage Statement Residential Rental/Lease Agreement | Agreement regarding the child's residency Payroll check stub issued by an employer within 30 days | School: |
| Plus One of the following: | Monthly bank statement within 30 days(Mailed from or picked up at the bank) Current automobile, health, renters insurance card or bill within | Verified by: |
| Paid Albemarle County Tax Receipt Utility Bill within last 30 days, | 30 Days U.S Internal Revenue Service tax reporting W2 Form | |
| Notice of Hook Up or Deposit Letter from Social Worker | Medical Report, health care provider bill within 30 days | Yearly Review & Verification – Parent/Legal Guardian will provide |
| | For exceptions based on inability to provide the documents, contact ESOL, Homeless, or Operations & Planning | current proofs of residency and verify that all other information on the form is current, or school staff member may verify. |

This Shared Housing Disclosure Form is valid as long as a student remains in a given school. <u>BUT</u> Proof of Residency must be provided and approved each year.