



- 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- In the event that a false statement(s) was provided, the student(s) will be withdrawn from Albemarle County Schools.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.

<b>Printed Name of Parent/Legal Guardian or eligible student:</b> _____ _____ <b>Signature:</b> _____ <b>Phone Number:</b> _____ <b>Relationship to Owner/Renter:</b> _____	<b>Printed Name of Homeowner/Renter:</b> _____ _____ <b>Signature:</b> _____ <b>Phone Number:</b> _____
<b>Notary For The Parent/Legal Guardian/Eligible Student</b>	<b>Notary For The Homeowner</b>
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 # _____ <b>NOTARY'S SEAL</b>	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 # _____ <b>NOTARY'S SEAL</b>

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

<p style="text-align: center;"><b>Proof of Residence</b></p> <p style="text-align: center;"><b>REQUIRED – from Home Owner</b> <b>One of the following:</b></p> <p>____ Deed, Mortgage        ____ Monthly Mortgage Statement        ____ Residential Rental/Lease Agreement</p> <p style="text-align: center;"><b>Plus One of the following:</b></p> <p>____ Paid Albemarle County Tax Receipt        ____ Utility Bill within last 30 days,        Notice of Hook Up or Deposit        ____ Letter from Social Worker</p>	<p style="text-align: center;"><b>Proof of Residence</b> <b>REQUIRED – from Parent/Guardian TWO of the following:</b></p> <p>____ 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        ____ Agreement regarding the child’s residency Payroll check stub issued by an employer within 30 days        ____ Monthly bank statement within 30 days(Mailed from or picked up at the bank)        ____ Current automobile, health, renters insurance card or bill within 30 Days        ____ U.S Internal Revenue Service tax reporting W2 Form        ____ Medical Report, health care provider bill within 30 days</p> <p style="text-align: center;">For exceptions based on inability to provide the documents, contact ESOL, Homeless, or Operations &amp; Planning</p>	<p>Should this family be considered for McKinney-Vento?  <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><b>School:</b> _____</p> <p><b>Verified by:</b>        _____</p> <p><b>Yearly Review &amp; Verification –</b>        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.</p>
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This Shared Housing Disclosure Form is valid as long as a student remains in a given school.  
**BUT** Proof of Residency must be provided and approved each year.