

## Parent/Guardian Proof of Residency Requirements and Enrollment Checklist

Administrative Regulation [JEC-R - School Admissions](#)

| Parent/Legal Guardian who owns or leases:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Parent/Legal Guardian whose name is <b>NOT</b> on the mortgage, lease, or deed:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
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| <p><input type="checkbox"/> <b>Identification for the enrolling adult. Acceptable forms of identification are:</b></p> <ul style="list-style-type: none"> <li>Any valid state or federal government issued photo ID.</li> <li>A Virginia Driver's License.</li> <li>Valid U.S. passport ID, U.S. military photo ID or tribal photo ID.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <p><b>*Please provide the required documents for each category.<br/>A minimum of 4 documents are required.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <p><b>*Please provide the required documents for each category.<br/>A minimum of 5 documents are required.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <p><b>1. Provide one of the following:</b></p> <ul style="list-style-type: none"> <li>Deed</li> <li>Mortgage statement (current w/in 30 days)</li> <li>Lease/rental agreement with the name, address, and telephone number of the owner/lessee. (current)</li> </ul> <p><b>2. Provide the following:</b></p> <ul style="list-style-type: none"> <li>Utility Bill – Gas, electric, water (current within 30 days)</li> </ul> <p><b>3. Provide any two (2) of the following:</b></p> <ul style="list-style-type: none"> <li>Current Virginia driver's license or Virginia identification card with the address of the residence;</li> <li>Current bank statement with the address of the residence;</li> <li>Previously issued W-2 or Form 1099, pay stub with the address of the residence;</li> <li>Dinwiddie County property tax statement for the current year which shows the name and address of the resident;</li> <li>Voter registration documentation from Dinwiddie County with the address of the residence;</li> <li>Official correspondence with an address from a government agency.</li> </ul> | <p><b>1. Provide one of the following:</b></p> <ul style="list-style-type: none"> <li>Deed</li> <li>Mortgage statement (current w/in 30 days)</li> <li>Lease/rental agreement with the name, address, and telephone number of the owner/lessee. (current)</li> </ul> <p><b>2. Provide the following:</b></p> <ul style="list-style-type: none"> <li>Utility Bill – Gas, electric, water (current within 30 days) for the owner or lessee**</li> </ul> <p><b>3. Provide any three (3) of the following:</b></p> <ul style="list-style-type: none"> <li>Current Virginia driver's license or Virginia identification card with the address of the residence;</li> <li>Current bank statement which evidences the location of the legal residence;</li> <li>Previously issued W-2 or Form 1099, pay stub which evidences the location of the legal residence;</li> <li>Voter registration documentation from Dinwiddie County which evidences the location of the legal residence;</li> <li>A current motor vehicle registration (tag receipt) which evidences the location of the legal residence;</li> <li>Official correspondence with an address from a government agency.</li> </ul> <p><b>4. Provide the following:</b></p> <ul style="list-style-type: none"> <li><b>Signed and notarized Affidavit of Residency</b><br/>(this form may be obtained through the school secretary or downloaded from the Dinwiddie County Public Schools website)</li> </ul> |
| <p>At the discretion of the Principal or designee, if evidence of a parent/guardian's residence within the District is still insufficient, the Principal or designee shall submit a referral to the school social worker or the Office of Student Services. The School District may take whatever actions are necessary to verify the parent or guardian's residence within the District. In cases of students residing in a temporary location or who otherwise are considered homeless, see board policy JECA - Homeless Students.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

The (✓) checklist below is to help you have all of the required documentation to enroll your child in Dinwiddie County Public Schools:

- School Entrance Health Form (MCH213G)
- Current Certificate of Immunization or Notarized Affidavit – Religious Beliefs
- Birth Certificate
- Home Language Survey (if applicable)
- Records from Previous School:
 

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|------------------------------|---------------------------|----------------------|----------------------------------------|
| 1. Transcript or Report Card | 2. School Withdrawal Form | 3. Discipline Report | 4. Name and Address of Previous School |
|------------------------------|---------------------------|----------------------|----------------------------------------|
- Social Security Card or Objection to Use of SSN
- Proof of Legal Guardianship as defined by Code of Virginia § 22.1-3 (if applicable)