

## Enrollment Procedures for children/youth residing in shared housing

Per school board policy, a “resident” is defined as one who is domiciled in the City of Richmond with the intent to make it a fixed, permanent home and primary residence. For it to be considered the primary residence, the person must reside, sleep, and perform daily living functions at the residence.

Richmond Public Schools requires proof of residency. Acceptable forms of proof of residence shall include, but not be limited to, **two or more** of the following, which reflect the physical address of the resident:

- Income tax return from the previous year
- IRS W-2 form from the current year or its equivalent
- Deed, lease agreement, or mortgage bill
- Voter registration card
- Receipt for personal property taxes paid within the last year
- Payroll check/check stub issued by an employer within the last three months
- Utility bill (if presented in conjunction with mortgage bill/lease)
- Driver’s license or VA identification card (if presented in conjunction with mortgage bill/lease)

If the family is living in a shared housing situation (e.g., the family is living in another person’s home), notarized forms A and B are required in addition to above documentation from the person that rents or owns the shared housing. Form A is to be completed by the parent/guardian. Form B is to be completed by the person who owns or rents the residence. The forms must be signed and notarized before the student can enroll in school. A home visit may be completed in cases of questionable residency.

The shared housing forms are valid for the school year in which the forms are submitted. Continued enrollment after such time requires completing a new application and providing appropriate documentation. RPS reserves the right to re-verify residency at any time during the calendar year, including during the school year.

If a child/youth is found to be in a homeless situation, the McKinney-Vento Homeless Education Act allows enrollment without a permanent address. Not all shared housing situations are considered homeless. If a family believes their situation would qualify under this provision, complete the McKinney-Vento Screening form and submit to the school registrar. Shared Housing forms A & B may be requested in addition to the McKinney-Vento Screening form.

Any questions regarding the form should be directed to the RPS Center for Families in Transition at 804-780-6288.

Please keep notarized forms A & B in the student file as a part of proof of residency documentation.

**Richmond Public Schools  
Shared Housing Form A**

**SHARED HOUSING AFFIDAVIT OF PARENT/GUARDIAN**

I hereby affirm that I am residing with or at the residence of \_\_\_\_\_  
Name of Lease/Mortgage holder

\_\_\_\_\_ since \_\_\_\_\_  
Address Estimated move-in date

The names of my children also residing with me at the above address are:

Name	Date of Birth	School

Please read and initial the following statements:

- I understand that enrollment of my child(ren) in Richmond Public Schools is based on my statement, and if this statement is false, I understand that I am liable for payment of full tuition for my child(ren). I hereby waive my rights to confidentiality of information relative to my residence and understand that RPS will use whatever legal means it has at its disposal to verify my residence. Under §22.1-264.1 of the Code of Virginia, any person who knowingly makes a false statement concerning the residency of a child for the purpose of avoiding tuition, shall be guilty of a Class 4 misdemeanor. \_\_\_\_\_ (Initial)
- I agree to notify the principal or designee of any change of residence of myself or my child(ren) within three (3) days of such change. \_\_\_\_\_ (Initial)
- I understand that two or more proofs of residency are required to be submitted along with this form as noted in School Board Policy. \_\_\_\_\_ (Initial)

\_\_\_\_\_  
Printed Name of Parent/Guardian Phone

\_\_\_\_\_  
Signature Date

I hereby certify that on this day of \_\_\_/\_\_\_/\_\_\_ the above subscribers personally appeared before me and made an oath in due form of the law that the foregoing facts are true to the best of their knowledge, information, belief, under penalty of perjury.

My Commission Expires \_\_\_/\_\_\_/\_\_\_  
 My registration number is: \_\_\_\_\_  
\_\_\_\_\_  
Notary Public

**Richmond Public Schools  
Shared Housing Form B**

**SHARED HOUSING AFFIDAVIT OF MORTGAGE/LEASE HOLDER**

I hereby affirm that I reside at \_\_\_\_\_  
Street Address / City / State / Zip Code

Living with me are the adults listed below who have school-age children to be enrolled in RPS:

Name(s) of adult(s) residing with me	Name(s) of their children(s) residing with me	Estimated move-in date

Please read and initial the following statements:

- I understand that enrollment in RPS of the child(ren) of the adult(s) identified on Shared Housing Form A is based on my statement. Under §22.1-264.1 of the Code of Virginia, any person who knowingly makes a false statement concerning the residency of a child for the purpose of avoiding tuition, shall be guilty of a Class 4 misdemeanor. \_\_\_\_\_ (Initial)
- I will notify the principal or designee of any change of residence of the named adult(s) or child(ren) within three (3) days of such change. \_\_\_\_\_ (Initial)
- I understand that the adult(s) listed above is/are required to provide two or more proofs of residency along with this form as noted in School Board Policy. \_\_\_\_\_ (Initial)

\_\_\_\_\_  
Printed Name of Lease/Mortgage holder Phone Number

\_\_\_\_\_  
Signature Date

I hereby certify that on this day of \_\_\_/\_\_\_/\_\_\_ the above subscribers personally appeared before me and made an oath in due form of the law that the foregoing facts are true to the best of their knowledge, information, belief, under penalty of perjury.

My Commission Expires \_\_\_/\_\_\_/\_\_\_  
My registration number is: \_\_\_\_\_

\_\_\_\_\_  
Notary Public