

Portsmouth Public Schools Proof of Residency Requirements

Parent/Legal Guardian who owns or leases: Please provide the required documents for each category. A minimum of 3 Documents is required.	Parent/Legal Guardian whose name is <u>NOT</u> on the mortgage, lease, or deed. Please provide the required documents for each category. A minimum of 3 documents is required.
<ol style="list-style-type: none"> 1. <u>Provide one of the following:</u> <ul style="list-style-type: none"> • Deed • Mortgage statement (current w/in 30 days) • Lease/rental agreement with name, address, and telephone number of the owner/lessee. (current) 2. <u>Provide the following:</u> <ul style="list-style-type: none"> • Dominion Power bill (current w/in 30 days) 3. <u>Provide any one of the following:</u> <ul style="list-style-type: none"> • Current Virginia driver's license or Virginia identification card with the address of the resident; • Employer documentation (application for employment, health insurance, previously issued W-2 form 1099, pay stub) with the address of residence; • Current motor vehicle registration with the address of the residence; • Any other document(s) that will provide evidence of intent to remain at the location of legal residence within the geographic boundaries of the District. 	<ol style="list-style-type: none"> 1. <u>Provide one of the following:</u> <ul style="list-style-type: none"> • Deed of ownership • Mortgage statement of owner (current w/in 30 days) • Lease/rental agreement with the name, address, and telephone number of the owner/lessee. (current) 2. Provide the following: <ul style="list-style-type: none"> • Dominion Power bill (current w/in 30 days) for the owner/lessee 3. <u>Provide any one of the following:</u> <ul style="list-style-type: none"> • Current Virginia driver's license or Virginia identification card with the address of the residence; • Employer documentation (application for employment, health insurance, previously issued w-2 or Form 1099, pay stub) which evidences the location of the legal residence; • A current motor vehicle registration which evidences the location of the legal residence; 4. <u>Provide the following:</u> <ul style="list-style-type: none"> • Notarized Statement of Residency Signed by all parties involved.

At the discretion of the Principal/designee, if evidence of a parent/guardian's residence within the District is still insufficient, the Principal/designee shall submit a referral to the School Social Worker or the Office of Youth Risk Prevention. 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 Admission of Homeless Children.