

Colonial Heights Public Schools Proof of Residency

Please complete this form, have it notarized, and return it to the Central Registration Office.

Date: ____ / ____ / ____ School: _____ School Year: _____

I, _____, (check one) parent, legal guardian,
own/rent/lease housing and reside with _____

Student's Name

at _____ Colonial Heights, VA 23834
Street Address

Telephone Home _____ Work _____ Cell _____

**For the purpose of establishing residency in Colonial Heights,
please provide one of the following documents in your name:**

- Deed or Settlement Papers to a residence located in Colonial Heights
- Lease for a period of at least one year
Landlord Name _____ Landlord Phone Number _____
- Contract or Lease free of contingencies to occupy residence within two months of the date of enrollment
- Rental Agreement
- Residence manager's letter on company letterhead stating residence is a corporate residence located in Colonial Heights
- Weekly receipts for temporary residence in a hotel or motel for up to 60 days (This will require renewal or evidence of more permanent residence within 60 days of enrollment.)

If you and your family are living in one of the following places due to a lack of a fixed, regular, and adequate nighttime residency, then please check the appropriate box:

- In an emergency or transitional shelter
- In a motel, hotel, or campground due to loss of housing
- In a parked car, park, public place, bus or train station, or abandoned building
- Doubled up with relatives or friends due to loss of housing

I hereby certify that all of the above information is true and correct, and I agree and understand that any falsification of information may result in the immediate removal of my child from the Colonial Heights Public Schools. I also agree and understand that any falsification of information will make me responsible for paying full nonresident tuition for my child from the date of enrollment in the Colonial Heights Public Schools. I hereby agree to release this information to be verified.

Parents and other guardians need to be aware that Chapter 286 ("Zoning") of the Colonial Heights City Code restricts living arrangements in all residentially-zoned districts. Parents and other guardians who are considering residing, or having their children reside, in a home with another, non-related family or person, should review Article III ("District Regulations") of Chapter 286 to determine whether their contemplated living arrangement with a non-related family or person is legal. A violation of Article III is a misdemeanor (i.e., a criminal offense), which may be punishable by a substantial fine.

Initials: _____ WARNING: Providing false information for school enrollment purposes is a criminal offense. VA Code 22.1-264.1.

Signature of Parent/Guardian

Date

STATE OF VIRGINIA,

City/County of: _____ to-wit

Subscribed, sworn to, and acknowledged before me, _____ a,

Notary Public in and for the jurisdiction aforesaid, by _____

On this _____ day of _____ 20 _____

My commission expires: _____ Notary Signature _____