



COLONIAL HEIGHTS PUBLIC SCHOOLS
CENTRAL REGISTRATION OFFICE
3451 CONDUIT ROAD,
COLONIAL HEIGHTS, VA 23834

Denise W. Underhill
Central Registration Secretary

Phone (804) 526-0321
FAX (804) 524-2554

Registering Your Child for School
What to Bring With You:

- 1. Proof of Residency** *(see below)*
- 2. Original Birth Certificate** *(or a Birth Certificate Affidavit form, and follow up with original Birth Certificate in 60 days)*
- 3. Immunization Record**
- 4. Physical** *(Physicals must be completed within the past 12 months for elementary students starting school for the first time.)*
- 5. Photo ID of Parent**
- 6. Custody Papers** *(if applicable)*

Proof of Residency

A. If the parent or guardian owns or rents where they live, they must present:

1. a valid Deed or current Lease;
2. a Driver's License or photo ID;
3. and a completed and notarized Proof of Residency form *(form will be provided at the Registration Office)*.

Note: Additional documentation may be required upon request.

B. If the parent or guardian is living with another family, Dual Residency forms must be completed and notarized.

The owner/lease holder must present:

1. a completed and notarized Owner or Lease Holder Dual Family Residency form;
(form will be provided at the Registration Office)
2. a valid Deed or Lease, along with a current utility bill if the Lease is over a year old;
3. a Driver's License or photo ID;
4. and one (1) other *acceptable form of documentation *(see below)*

The parent/guardian must present:

1. a completed and notarized Parent/Legal Guardian Dual Family Residency form;
(form will be provided at the Registration Office)
2. a driver's license or photo ID;
3. and two (2) other *acceptable forms of documentation *(see below)* within 30 days.

***Acceptable forms of documentation include:** a vehicle registration, voter registration, tax statement, bank statement, official correspondence with an address from a government agency, water bill, gas bill, or an electric bill with the parent/guardian's name and current address on it.