



ATLANTA
PUBLIC
SCHOOLS

Making A Difference

Morris Brandon Elementary School
Morris Brandon Primary Center

Kara Stimpson
Principal

Phone Main Campus: 404-802-7250
Phone Primary Center: 404-802-7280
Fax Main Campus: 404-802-7299
Fax Primary Center: 404-351-8400

Dear New Brandon Parents,

Welcome to Morris Brandon! We are thrilled that you are joining our family. I think you will find over the next few months and certainly next year, that you have made a great decision in sending your child(ren) to Morris Brandon. We are proud of the quality of our instructional program, the strengths of our faculty and staff, and the commitment and involvement of our parents and community. All of these work in conjunction to create an "Intentionally Exemplary" school for our children and families.

In order to register your child for school at Morris Brandon, you will need to complete the attached registration packet and provide all necessary documents. In the pages that follow, you will find all necessary forms that you must complete as well as detailed directions for completion of each form and for providing the paperwork that is required per Atlanta Public School policy in order to register any new student. **Please note that students must be 5 years old on or before September 1st in order to begin Kindergarten.**

We depend on an accurate count of new students, particularly our new Kindergarteners, in order to effectively staff for the upcoming school year. In order to keep our class sizes at a desirable level, we must have each student fully registered in our system as early as possible. The earlier we have students registered, the more equipped we are to staff our Kindergarten effectively. Please keep this in mind as you review the registration timeline below. Please be aware that late registrations often result in increased class size and significantly impact our school-wide planning and staffing process for the following school year. **Thank you for working with us to register your rising Kindergartner during our first and primary registration period.** Thank you also for sharing the timeline with your friends and neighbors with rising Kindergarten students!

New Student/Kindergarten Registration Timeline

Tuesday, March 3: Kindergarten Registration packets available online at www.morrisbrandon.com and in the Main Office of each campus

Monday, March 9- Friday, April 3: Primary/Preferred Registration Period for Rising Kindergarteners (return completed packets with ALL required documentation to the Main Office at the Primary Center)

Thursday, April 30: Optional Parent Input form due to Main Office at Primary Center (this form will be available beginning March 9 online and in the Main Office at each campus; this is NOT REQUIRED, but available for parents to share information about their child(ren) that may be helpful in class placement)

PLEASE NOTE: Registering during one of the late registration windows below negatively impacts our ability to effectively staff Kindergarten classes. Parent Input forms will not be available to those registering after April 30th.

Please make every effort to register during the Primary Registration period of March 9-13.

Thursday, May 28 and Friday, May 29: Late Kindergarten and New Student Registration (packets will be accepted in the Main Office)

June 15-19, July 6-10, July 27-31: Late Registration Windows

July 29th: Class lists or teacher assignments made available

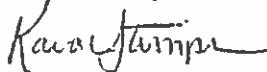
August 3 or 4th (date will be published on website and through email blasts once finalized): Celebration of Learning 5:00-7:00 PM (this is the first opportunity to meet your teacher)

August 5: First day of school for 2015-2016!

Once registered, please sign up for our weekly newsletter and e-blasts by visiting www.morrisbrandon.com, clicking on Parent Info and selecting "Register for Bee Mail". This will keep you up to date on all things Morris Brandon! Please be reminded that your registration packet must contain all registration documents; **we cannot accept partially completed packets.**

Again, I welcome you to the Morris Brandon family and look forward to meeting you and your child(ren) soon!

With thanks,



Kara Stimpson
Principal

Required Documents *Documentos Requeridos*

The following documents are required to complete registration:

1. Original Certified Birth Certificate
Acta de Nacimiento original o copia certificada
2. Original Social Security Card
Tarjeta de Seguridad Social
3. Georgia Immunization Certificate (Form 3231)
Certificado de Vacuna, Georgia Form 3231
4. Vision/ Hearing/Dental Certificate (DHR Form)
Certificado de Exámen Visión/Oído/Dental, Georgia Form 3300
5. Proof of Residence (Current electric or gas bill)
Recibo de gas ó electricidad más reciente (No recibo de teléfono)
6. Notarized Affidavit of Legal Residence
Forma Notarizada (incluída en este paquete, confirmando residencia)
7. Lease/ Mortgage Statement (Security/Warranty deed)
Escritura de propiedad, hipoteca ó contrato de alquiler
8. Report card or withdrawal form from previous school if applicable
El Informe de calificaciones o el formulario de retiro de la escuela o colegio anterior, si aplica

Age Requirements:

Requeridos de edad:

Kindergarten

Kindergarten

Students entering kindergarten must be 5 years old on or before September 1st.

Estudiantes que entrarán en kindergarten tienen que haber cumplido los 5 años de edad el día 1 de septiembre.



New Student Enrollment Form

Date: _____ School: _____

All new students must provide proof of residence upon enrollment and current students must provide proof of residence annually.

Parent/Guardian Checklist of Documents:

- | | | |
|--|---|---|
| <input type="checkbox"/> BIRTH CERTIFICATE | <input type="checkbox"/> SOCIAL SECURITY CARD/OBJECTION | <input type="checkbox"/> IMMUNIZATION CERTIFICATE |
| <input type="checkbox"/> EYE, EAR & DENTAL CERTIFICATE | <input type="checkbox"/> PHOTO IDENTIFICATION | <input type="checkbox"/> WITHDRAWAL FORM |
| <input type="checkbox"/> REPORT CARD/TRANSCRIPT | <input type="checkbox"/> PROOF OF RESIDENCY** | <input type="checkbox"/> RESIDENCY AFFIDAVIT |
| <input type="checkbox"/> STANDARDIZED TEST SCORES (CRCT, EOCT, GHS>) | | |

**Please visit the APS website (<http://www.atlanta.k12.ga.us/Page/34748>) for Proof of Residency Documents

STUDENT HOUSEHOLD NAME: _____		SCHOOL USE ONLY	
Student ID #: _____	Grade: _____	Homeroom: _____	Counselor Name: _____
Transportation: _____		Advisor/Teacher: _____	
<input type="checkbox"/> Bus #: _____	<input type="checkbox"/> Walker	<input type="checkbox"/> Car	<input type="checkbox"/> Day Care Bus
<input type="checkbox"/> Gifted	<input type="checkbox"/> Special Education	<input type="checkbox"/> Student Support Team	<input type="checkbox"/> After-School Program
<input type="checkbox"/> ESOL	<input type="checkbox"/> 504		
Conditional enrollment is only available during the school year. Students pre-enrolling or enrolling before school starts are not eligible for Conditional Enrollment.			
<input type="checkbox"/> 30 Day Conditional Enrollment Granted	<input type="checkbox"/> 7 Day Conditional Enrollment Granted	Ending Date _____	
Items Needed To Complete Enrollment:			
<input type="checkbox"/> BIRTH CERTIFICATE	<input type="checkbox"/> SOCIAL SECURITY CARD	<input type="checkbox"/> IMMUNIZATION CERTIFICATE	
<input type="checkbox"/> EYE, EAR & DENTAL CERTIFICATE	<input type="checkbox"/> PHOTO IDENTIFICATION	<input type="checkbox"/> WITHDRAWAL FORM	
<input type="checkbox"/> REPORT CARD/TRANSCRIPT	<input type="checkbox"/> PROOF OF RESIDENCY	<input type="checkbox"/> RESIDENCY AFFIDAVIT	
<input type="checkbox"/> PROOF OF GUARDIANSHIP			
School Records requested from _____	Date: _____	Received: _____	
School Records requested from _____	Date: _____	Received: _____	
Registration Personnel _____ Date: _____			

STUDENT INFORMATION							
Last Name:		First Name:		Middle Name:		Suffix:	
Grade:	Gender:	Current Age:	Date of Birth:	Social Security #:			
State of Birth:		Country of Birth: (If not USA)		Date Entered US:		Date Entered US School:	
Home Phone:			Student Cell Phone:				
Home Address: (Street Address)			Apt #:	City:		State:	Zip:
Does Student Reside in Federally Subsidized Housing? <input type="checkbox"/> Yes <input type="checkbox"/> No		Does Student have an IEP (Special education)? <input type="checkbox"/> Yes <input type="checkbox"/> No		Is Student in ELL/ESOL Program? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Was/Is student in Gifted/Challenge program? <input type="checkbox"/> Yes <input type="checkbox"/> No		Does student have a 504 Plan? <input type="checkbox"/> Yes <input type="checkbox"/> No		Was/Is student involved in the Student Support Team? <input type="checkbox"/> Yes <input type="checkbox"/> No		Has the Family lived in another county in the last three (3) years? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, what is the date your family arrived in Fulton county?		What language(s) did the student first learn to speak?		What language(s) does the student speak at home?			
What language(s) does the student speak most often?		What is your child's race? (Select all that apply) <input type="checkbox"/> American Indian or Alaska Native (A person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment.) <input type="checkbox"/> Asian (A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.) <input type="checkbox"/> Black or African American (A person having origins in any of the Black racial groups of Africa – includes Caribbean Islanders and other of African origin.) <input type="checkbox"/> Native Hawaiian or Other Pacific Islander (A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.) <input type="checkbox"/> White (A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.)					
Is your child Hispanic/Latino? <input type="checkbox"/> No, Not Hispanic/Latino <input type="checkbox"/> Yes, Hispanic/Latino (A person of Cuban, Mexican, Puerto Rican, South American, Central American, or other Spanish Culture or origin, regardless of race.							



New Student Enrollment Form

Date: _____

School: _____

Has your family moved in order to work in another city, county, or state, in the last three (3) years? Yes No

If so, what is the date your family arrived in the city/town you reside? _____

Has anyone in your immediate family been involved in one of the following occupations, either full or part-time or temporarily during the last three (3) years? **(Check all that apply)**

- | | |
|---|---|
| <input type="checkbox"/> Agriculture; planting/picking vegetables or fruits such as tomatoes, squash, grapes, onions, strawberries, blueberries, etc. | <input type="checkbox"/> Processing/packing agricultural products |
| <input type="checkbox"/> Planting, growing, or cutting trees (pulpwood)/raking pine straw | <input type="checkbox"/> Meatpacking/Meat processing/Seafood |
| <input type="checkbox"/> Dairy/Poultry/Livestock | <input type="checkbox"/> Other (Please specify occupation): _____ |
| <input type="checkbox"/> Fishing or fish farms | |

PREVIOUS SCHOOL EXPERIENCE

Pre-School Experience: None Early Head Start GA Lottery Funded Pre K Title 1 Funded Pre- K Special Education 3 yr olds
 Special Education 4 yr olds Private Pre-K Other Pre K Program

High School Experience: Please identify the year the student first (1st) entered ninth grade: _____

Attended an Atlanta Public School before? <input type="checkbox"/> YES Date: _____ <input type="checkbox"/> NO	Last School Attended in Atlanta Public Schools?
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Previous School Attended (if not in Atlanta Public Schools): _____

Previous School Address (City/State/Zip Code): _____	Previous School Phone #: _____	Grade: _____	Date of Withdrawal: _____
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Is student currently suspended or pending expulsion from this school? <input type="checkbox"/> No <input type="checkbox"/> Yes	Has student been expelled from ANY school? <input type="checkbox"/> No <input type="checkbox"/> Yes
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Reason for Suspension/Expulsion: _____

SIBLINGS ENROLLED IN APS

Sibling Last Name: _____	First Name: _____	Birth Date: _____	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Name of APS School where sibling is currently enrolled: _____			Grade: _____
Sibling Last Name: _____	First Name: _____	Birth Date: _____	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Name of APS School where sibling is currently enrolled: _____			Grade: _____
Sibling Last Name: _____	First Name: _____	Birth Date: _____	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Name of APS School where sibling is currently enrolled: _____			Grade: _____
Sibling Last Name: _____	First Name: _____	Birth Date: _____	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Name of APS School where sibling is currently enrolled: _____			Grade: _____

PARENT / LEGAL GUARDIAN INFORMATION

Student Lives With: Both Parents Mother only Father only Legal Guardian Foster Parent Grandparent Other: _____

(If other than parent, LEGAL documentation is required.)

A student should generally be withdrawn by the person who enrolls them. The parent/legal guardian who enrolled the student may provide the school with written permission accompanied by a copy of the parent/guardian's photo identification for another person to withdraw a child.

Household Address: _____	Apt #: _____	City: _____	State: _____	Zip: _____
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New Student Enrollment Form

Date: _____

School: _____

<input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Legal Guardian	Last Name: _____	First Name: _____	Middle Initial: _____
Home Phone: _____	Work Phone: _____	Parent Cell Phone: _____	Other #: _____
Marital Status: _____	Employer: _____	Highest Education Received: _____	Speaks English? <input type="checkbox"/> YES <input type="checkbox"/> NO
Email Address: _____		Active Military <input type="checkbox"/> YES <input type="checkbox"/> NO	Works on Federal Property? <input type="checkbox"/> YES <input type="checkbox"/> NO
		Lives on Federal Property? <input type="checkbox"/> YES <input type="checkbox"/> NO	

<input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Legal Guardian	Last Name: _____	First Name: _____	Middle Initial: _____
Home Phone: _____	Work Phone: _____	Parent Cell Phone: _____	Other: _____
Marital Status: _____	Employer: _____	Highest Education Received: _____	Speaks English? <input type="checkbox"/> YES <input type="checkbox"/> NO
Parent Email Address: _____		Active Military <input type="checkbox"/> YES <input type="checkbox"/> NO	Works on Federal Property? <input type="checkbox"/> YES <input type="checkbox"/> NO
		Lives on Federal Property? <input type="checkbox"/> YES <input type="checkbox"/> NO	

EMERGENCY CONTACT(S)

Can student be picked up by this person

Name: _____	Relationship: _____	Contact Number(s): _____	<input type="checkbox"/> YES <input type="checkbox"/> NO
Name: _____	Relationship: _____	Contact Number(s): _____	<input type="checkbox"/> YES <input type="checkbox"/> NO
Name: _____	Relationship: _____	Contact Number(s): _____	<input type="checkbox"/> YES <input type="checkbox"/> NO
Name: _____	Relationship: _____	Contact Number(s): _____	<input type="checkbox"/> YES <input type="checkbox"/> NO
Name: _____	Relationship: _____	Contact Number(s): _____	<input type="checkbox"/> YES <input type="checkbox"/> NO
Name: _____	Relationship: _____	Contact Number(s): _____	<input type="checkbox"/> YES <input type="checkbox"/> NO

PARENT/GUARDIAN RESIDENCY NOTICE

To be enrolled in Atlanta Public Schools, students must reside full-time in the City of Atlanta with their natural parent(s), legal guardian(s), or legal custodian(s). For the purpose of this policy, a resident is defined as an individual who is a full-time occupant of a dwelling located in the City of Atlanta and who, on any given school day, is likely to be at their stated address when not at work or school. A person who owns property in the City of Atlanta, but does not reside in the City of Atlanta, is not considered a resident. **Parents are required to notify Atlanta Public Schools within fourteen (14) days if there is a change in residence.** Representatives of Atlanta Public Schools may visit the home to verify residency. A student enrolled in Atlanta Public Schools under falsified information is illegally enrolled and will be immediately withdrawn from school. Parents and Guardians making false statements or submitting false documentation is a violation of O.C.G.A. §16-9-2, §16-10- 20 and/or §16-10-71 of the criminal laws of the State of Georgia and punishable by a fine of not more than \$1,000.00 or by imprisonment for not less than one nor more than five years, or both. O.C.G.A. 16-10-71.

PARENT/GUARDIAN SIGNATURES

I SWEAR or AFFIRM THAT THE INFORMATION I HAVE PROVIDED IS TRUE AND CORRECT.

_____ Parent/Legal Guardian Signature Date: _____	_____ Parent/Legal Guardian Signature Date: _____
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ATLANTA
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ATLANTA PUBLIC SCHOOL
SUPPLEMENTAL ENROLLMENT QUESTIONS

STUDENT: _____

GRADE: _____

SCHOOL: _____

National and international health authorities are working to control an outbreak of Ebola virus disease (EVD) in several countries in West Africa, including Liberia, Sierra Leone, and Guinea. Public health authorities rely on the vigilance of a vast array of informed contributors beyond our traditional medical providers to report diseases.

Atlanta Public Schools is following the recommendations and guidance of the Department of Public Health and is taking steps to become aware of student, staff and their family members who have traveled to EVD effected areas or who exhibit possible symptoms of the virus.

PLEASE ANSWER THE FOLLOWING SUPPLEMENTAL ENROLLMENT QUESTIONS

1. Have you, your child or family members (whether they live in your home or not) traveled to or from Ebola-affected West African countries, including Liberia, Sierra Leone, and Guinea within the previous 21 days?

___ No ___ Yes

2. Have you, your child or a family member (whether they live in your home or not) experienced the following signs and symptoms in the last 21 days?

- Fever (including low-grade)
- Severe headache
- Muscle pain
- Weakness
- Diarrhea
- Vomiting
- Abdominal pain
- Unexplained, unusual bleeding or bruising

___ No ___ Yes

Parent/Guardian: _____

Date: _____

District Staff Only

If the answer **TO EITHER** of the above questions are yes, district staff should immediately contact Health Services for case consultation.

APS Health Services Contacts

Harriet Chaney, RN 404.802.2674 (O) / 404.242.8733 (C)
Jamil Woolridge, RN 404.802.2678 (O) / 404.246.8074 (C)



FREQUENTLY ASKED QUESTIONS

- 1. What if I just moved to the residence? (Just moved = 30 days or less)**
 - A. If you purchased your home in last 30 days, you will need to provide:**
 - Settlement statement;
 - Georgia Power Letter of Residency or receipt to have utilities connected; and
 - Mail forwarding order from United States Postal Service
 - B. If you leased your residence within the last 30 days, you will need to provide:**
 - Lease/Rental Agreement with your name;
 - Georgia Power Letter of Residency or Receipt to have utilities connected; and
 - Mail forwarding order from United States Postal Service
 - C. If you moved in with someone within last 30 days, you will need to provide:**
 - Deed, mortgage statement or Lease/Rental Agreement in name of primary renter or owner;
 - Georgia Power bill (current within 30 days); and
 - Mail forwarding order from United States Postal Service
 - Within 30 days, you will also need to provide three (3) additional supporting documents
- 2. What if I live at a residence and the GA Power bill is in someone else's name?**
 - Copy of the mortgage statement, deed, or Lease/Rental Agreement (or current HUD Certificate of Compliance/Annual Renew Notice);
 - Georgia Power bill (current within 30 days) showing the residence property address; and
 - Three additional supporting documents in your name showing the residence property address.
- 3. What if I have not received a Georgia Power bill?**

If you have just established residential service, Georgia Power will provide a Letter of Residency (LOR) to show how long you have had service and the service address. You can get the form online at <https://customerservice.southerncompany.com/Letter/Requests.aspx> or by calling Georgia Power Residential Customer Service at 1-888-660-5890 (open 24 hours a day/7 days a week/365 days a year). Upon receipt of the official Georgia Power monthly billing statement, the parent/guardian is required to provide the bill to the enrolling school.
- 4. What if I have an outstanding Georgia Power bill?**

You can provide a current statement showing the outstanding balance and the residential address.
- 5. What if the owner of the property is deceased?**

You will need to provide:

 - Death certificate or obituary with the name of the property owner or probate court records;
 - Property tax statement or deed with the name of the property owner;
 - Georgia Power bill for the property (current 30 days); and
 - Three supporting documents in the name of parent /guardian residing at address.
- 6. What if my name is NOT on the lease?**

If the lease requires that the names of the occupants are listed in the lease, your name and the name of your children residing at the address must be listed in order for the lease to be considered valid and acceptable.
- 7. What if my lease is expired?**

You will need to provide a lease that shows current dates of residence.
- 8. What if my lease expires during the school year?**

You will need to provide the school with a copy of your new lease within 10 business days of signing it.



PROOF OF RESIDENCY

9. What if my lease is month to month or my original lease term is expired and I am now renting/leasing month to month?

In addition to the current Georgia Power bill and supporting documents, you will need to provide the lease and a statement from your landlord, rental office or rental company verifying your lease is month to month.

10. What if the utilities are included in my rent?

Your lease will need to clearly state that the utilities are included in your rent. If your lease does not indicate that your electric service is paid as part of your rent, you are required to provide a current Georgia Power bill for your residential address.

11. What if the "bill to" address does not match the "service address" on the Georgia Power bill?

The bill to address and the service address on the Georgia Power bill must be the same. If the two addresses do not match, that document is considered insufficient to establish residency.

12. May I provide copies of my proof of residency documents?

Yes, you may provide copies of your proof of residency documents. However, the school district reserves the right to request to see original documents. If a request is made by the school to see original documents, you should provide those documents as soon as possible as not to delay registration or enrollment of your child.

13. Does the person I live with have to come to the school with me to enroll or register my child?

No, the person you live with does not have to come to the school. However, the school district reserves the right to request to meet or speak with that person. If a request is made by the school to meet or speak with that person, you should provide contact information as soon as possible as not to delay registration or enrollment of your child.

14. Does the affidavit have to be notarized?

Yes, the affidavit must be notarized.

15. How often do I have to provide my proof of residence?

You must provide your proof of residency at the following times:

- When you initially enroll your child in APS;
- Annually during the registration period for current students;
- Within 14 days of your moving to a new address; and

You may also be asked to provide your current (and original) proof of residence when the district has a question regarding your current address. Some examples of things that can lead to such a request are:

- Returned mail;
- Suspicious proof of residency documents submitted;
- Student habitually tardy to school or late pick up from school; or
- Report on out of zone tip line.

16. What happens if I do not provide my proof of residence?

Parents/guardians are required to provide proof of residency to establish your child is in the correct school attendance zone and/or you are a City of Atlanta resident. If you have a currently enrolled student and do not provide proof of residency, your child may be withdrawn. If you are attempting to enroll a new student and you do not provide proof of residency, your child's enrollment will be delayed until such time as you provide residency documentation.

17. If my child has a transfer to another school, do I still have to provide proof of residence?

Yes, you must provide proof of residence when you enroll your child at the out of zone school and annually as requested. This verifies that although you are not attending your zoned school, you are still a resident of the City of Atlanta.



PROOF OF RESIDENCY

The person, with whom the student(s) lives must attach proof of residency, dated within the last thirty (30) days and must show parent, guardian or legal name and street address. Please note that a P.O. Box is not acceptable as a residence address. Please carefully read the scenarios listed below and provide the documentation that applies to your student's living situation.

Possible Living Situation #1

If you own and live in the resident property, you will need to provide:

1. Photo identification;
2. A deed or a mortgage statement in your name showing residence property address;
3. A current Georgia Power bill in your name for the current month showing the residence property address; **AND**
4. Two additional supporting documents in your name showing the residence property address.

Possible Living Situation #2

If you rent and live in the rental property, you will need to provide:

1. Photo identification;
2. Copy of Lease/Rental Agreement (or current HUD Certificate of Compliance/Annual Renew Notice);
3. A current Georgia Power bill in your name for the current month showing the residence property address; **AND**
4. Two additional supporting documents in your name showing the residence property address.

Possible Living Situation #3

If you are living at a property with the owner or being rented by another person, you will need to provide

1. Photo identification;
2. A deed, mortgage statement, or Lease/Rental Agreement (or current HUD Certificate of Compliance/Annual Renewal Notice) in the owner or primary renters name and showing residence property address;
3. Georgia Power bill (current within the last 30 days); **AND**
4. Three supporting documents in your name showing the residence property address.

LIST OF ACCEPTABLE SUPPORTING DOCUMENTS

- Current Georgia driver's license or Georgia identification card if the address on the identification is the same as the residential address
- Bank statement, loan documents, credit card statement, monthly activity statement, voided check
- Home mortgage payment book
- Health insurance, previously issued W-2 or Form 1099, pay stub
- Fulton County property tax statement with evidence thereupon of payment
- Voter registration documentation from Fulton County
- A current motor vehicle registration (tag receipt)
- Cable bill, telephone or cell phone bill, gas bill
- Receipt to have utilities connected
- Mail delivered by the United States Postal Service other than general mail addressed to occupant or resident

NOTE: If legal custody of a child is split between two parents, in ADDITION to the documents listed above, you must also attach a certified copy of the most recent court order identifying each parent's respective award of physical custody. You are responsible to immediately inform the school of any changes to the court order.

If the Lease/Rental Agreement requires all occupants to be listed, the names of the occupants must be listed on the Lease/Rental Agreement.

Homeless students should contact their school social worker or the APS Homeless Coordinator at 404-802-2245.

If you have any questions regarding proof of residence, please contact the Department of Student Relations at 404-802-2233 or placements@atlantapublicschools.us.



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AFFIDAVIT OF RESIDENCY

Date parent/legal guardian started residing at address: _____

Full name of parent/legal guardian(s): _____

Home phone: _____ Work phone: _____ Cell phone: _____

Current address: _____

Children Currently Residing at Address	Date of Birth	APS School Enrolled
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Affidavit of Residency

Before the undersigned officer, and being first duly sworn, I depose and state as follows:

1. That I am the parent/court appointed legal guardian of each child listed above.
2. That each child listed above resides with me full time at the address listed above.
3. That I understand that I must notify Atlanta Public Schools within 14 days if I change residence or if any child listed above should change residence.
4. That I understand that representatives of Atlanta Public Schools may visit my home to verify residency.
5. That I understand that a student enrolled in Atlanta Public Schools under falsified information is illegally enrolled and will be immediately withdrawn from school.
6. That I understand that making false statements or submitting false documentation to the Atlanta Public Schools and false swearing is a violation of O.C.G.A. §16-9-2, §16-10-20 and/or §16-10-71 of the criminal laws of the State of Georgia and punishable by a fine of not more than \$1,000.00 or by imprisonment for not less than one nor more than five years, or both. O.C.G.A. 16-10-71.

Signature of the Parent/Legal Guardian Date Signature/Seal of the Notary Public Expiration Date

OWNER/LANDLORD/PRIMARY RENTER AFFIDAVIT – The below section should be completed ONLY when the registering parent/legal guardian does not have a proof of residency in his/her name and lives with another City of Atlanta resident.

Full Name of Owner/Landlord: _____ Contact Phone #: _____

Current Address: _____

(You must provide a copy of your proof of residency to Atlanta Public Schools along with this form)

Before the undersigned officer, and being first duly sworn, I depose and state that:

1. I am the legal owner, landlord or renter of the property listed above.
2. The persons listed above in this document reside with me full time or have my consent to live full time at the address above.
3. I understand that I must immediately notify Atlanta Public Schools if any person listed in this document should change residence.
4. I understand that representatives of Atlanta Public Schools may visit my home to verify residency of the persons listed above.
5. I understand that a student enrolled in Atlanta Public Schools under falsified information is illegally enrolled and will be immediately withdrawn from school.
6. I understand that making false statements or submitting false documentation to the Atlanta Public Schools and false swearing is a violation of O.C.G.A. §16-9-2, §16-10-20 and/or §16-10-71 of the criminal laws of the State of Georgia and punishable by a fine of not more than \$1,000.00 or by imprisonment for not less than one nor more than five years, or both. O.C.G.A. 16-10-71.

Signature of the Primary Owner/Renter Date Signature/Seal of the Notary Public Expiration Date

This affidavit should not be utilized for homeless students. Please see Board Policy JBC(1) and Administrative Regulation JBC(1)-R, Homeless Students.