



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 experience 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 each grad level effectively. Please keep this in mind as you review the registration timeline on the back of this letter. 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 during our first and primary registration period.** Thank you also for sharing the timeline with your friends and neighbors with rising Kindergarten and/or new students!

For the 2017-2018 school year, we will be offering a Dual Language Immersion program for some of our new Kindergarten students, just as we did this year. There will be 2 Homerooms that will comprise this model in which students will be taught in English for half of their day and in Spanish for the other half of their day. If you are interested in your child being in one of these classes, please complete the enclosed application form which provides more detail about the program and process for filling these classes. Please note that inclusion in one of these classes in Kindergarten represents a commitment to remain in the Dual Language Immersion model throughout 5th grade. There will not be another entry point for English speaking students in later grades. **Applications for Dual Language Immersion must accompany a completed registration packet and must be submitted by June 2 for consideration.**

New Student/Kindergarten Registration Timeline

- Wednesday, March 15:** Registration packets available online at www.morrisbrandon.com and in the Main Office of each campus
- Wednesday, March 15- Monday, March 20:** Primary/Preferred Registration Period for Rising Kindergarteners (return completed packets with ALL required documentation to the Main Office at the Primary Center)
- Friday, April 28:** Optional Parent Input form due to Main Office (this form is available beginning 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 28th. Please make every effort to register during the Primary Registration period of March 15-20.

- March 20- Friday, June 30:** Late Kindergarten and New Student Registration (packets will be accepted in the Main Office)
- Friday, June 2:** Dual Language Immersion program applications and complete registration packets are due for those wanting to be considered for a K DLI class.
- Friday, June 9:** Dual Language Immersion applicants notified of acceptance into program; if a lottery was needed due to more demand than seats available, those not accepted will be notified of their waitlist placement
- July 3-14:** Offices closed
- July 17-21:** Late Kindergarten and New Student Registration
- Week of July 24th:** Class Lists made available on doors at Primary Center for K (available online at Parent Portal for 1st-5th; available by calling office for new students)
- July 28th:** Celebration of Learning 11:00 AM – 1:00 PM (this time is chosen and set by the district)
- August 1:** First day of school for 2017-2018!

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”. You can also sign up for text messages from me by texting the message @mbbees to the number 81010. 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.**

Additionally, for Rising Kindergarten students, upon returning a completed registration packet you will be scheduled for a time to bring your child to the school for a brief screening with a member of our Kindergarten team. The academic information gathered greatly helps us in composing balanced classes. Thank you for signing up for this Kindergarten assessment!

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



ATLANTA
PUBLIC
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Dual Language Immersion Application 2017 – 2018

Kindergarten

Eligible Students: Rising Kindergarten students for 2017 -2018

Application Window: March 15, 2017 – June 2, 2017

Application Deadline: June 2, 2017

Student Name

Last: _____ First: _____ Middle: _____

Age: _____ Date of Birth (MM/DD/YY): _____ Gender: Female _____ Male _____

Parent(s)/ Guardian(s) Name(s): _____

Address: _____

City: _____ State: _____ Zip Code: _____

E-Mail Address: _____

Home #: _____ Cell #: _____ Work #: _____

What language/s does your child use to speak with family members at home? _____

*Note that any indication of a language other than English obligates the district to screen your child for ESOL program services.

Was your child in a pre-k program? _____ Yes _____ No If yes, name of Pre-K Program: _____

Location of Pre-K: _____ Phone Number of Pre-K: _____

What was the primary language used in the program? _____

Family Information

Siblings: Does your child have siblings currently in the APS dual immersion program? YES NO

Name: _____ Grade: _____ DOB: _____

Name: _____ Grade: _____ DOB: _____

The Dual Language Immersion (DLI) Program model in Atlanta Public Schools is a 50/50 model. This application is part of the admission process and does not guarantee selection into the program. Should interest in the program exceed the number of available slots, parents will be notified and an internal lottery process conducted. After the first week of school, admission to fill any remaining seats will be allocated based on the results of the lottery. Priority admission is given to students who are native Spanish speakers, students currently in a Spanish DLI program, and to siblings of students already in the DLI program. Twins will be treated as one applicant in a lottery process. The APS DLI program only serves students who reside within the school’s attendance zone unless the school is designated a Choice School.

I understand that the enrollment of my child is conditional upon space availability and on my understanding of and commitment to the following:

1. Children enrolled in the Dual Language Immersion Program will remain together in Kindergarten through fifth grade. Since success in an immersion program requires consistent instruction over time, I intend to support my child in the Dual Language Immersion Program from now through fifth grade.
2. I understand that content instruction in math, language arts, social studies, and/or science will be in Spanish.
3. I will support the program by encouraging my child’s biliteracy and bilingualism.
4. I will consult with teachers and administration for additional strategies to support my child’s academic success in the Dual Language Immersion Program.

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Completed applications must be submitted to your child’s school with the completed New Student Enrollment Form.



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Solicitud para el Programa de Doble Inmersión Lingüística

2017 – 2018

Kindergarten

Estudiantes elegibles: Futuros estudiantes de kínder para el curso 2017 -2018

Plazo para presentar solicitudes: 15 de marzo de 2017 – 2 de junio de 2017

Fecha límite para presentar solicitudes: 2 de junio de 2017

Nombre del estudiante

Apellido: _____ Primer nombre: _____ Segundo Nombre: _____

Edad: _____ Fecha de nacimiento (M/D/A): _____ Género: Femenino ___ Masculino ___

Nombre del padre(s)/tutor(es) _____

Dirección _____

Ciudad: _____ Estado: _____ Código postal: _____

Dirección de correo electrónico: _____

No. de teléfono de casa: _____ No. de teléfono celular _____ No. de trabajo _____

¿Cuál(es) idioma(s) usa su hijo(a) para hablar con los miembros de la familia en casa? _____

* Tenga en cuenta que cualquier indicación de un idioma distinto del inglés obliga al distrito evaluar a su hijo para los servicios del programa ESOL.

¿Asistió su hijo a un programa de pre kínder? ___ Sí ___ No Nombre del programa de pre kínder _____

Ubicación del Pre-K: _____ No. de teléfono del Pre-K: _____

¿Cuál fue el idioma que se usaba en ese programa? _____

Información de la Familia

Hermanos: ¿Su hijo(a) tiene hermanos que asistan actualmente al programa de doble inmersión? Sí No

Nombre: _____ Grado: _____ Fecha de nacimiento: _____

Nombre: _____ Grado: _____ Fecha de nacimiento: _____

El modelo del Programa de Doble Inmersión (DLI) de Atlanta Public Schools es un modelo de 50/50. Esta solicitud es parte del proceso de admisión y no garantiza la selección en el programa. Si el interés en el programa excede el número de lugares disponibles, se notificará a los padres y se llevará a cabo un proceso de sorteo interno. Después de la primera semana de escuela, la admisión para llenar cualquier asiento restante se asignará en base a los resultados del sorteo. La admisión prioritaria se otorga a los estudiantes que son nativos del habla hispana, los estudiantes que están en el programa DLI español actualmente, y a los hermanos de los estudiantes que ya están en el programa de la DLI. Los gemelos serán tratados como un solicitante en el proceso de sorteo. El programa de DLI de APS sólo da servicio a los estudiantes que residen dentro de la zona de asistencia de la escuela, a menos que la escuela sea designada como Elección de Escuela (Choice School).

Entiendo que la inscripción de mi hijo es condicional a la disponibilidad de cupo y a mi comprensión de y compromiso a lo siguiente:

1. Los niños matriculados en el Programa de Doble Inmersión Lingüística permanecerán juntos desde kínder a quinto grado. Dado que el éxito en un programa de inmersión se requiere de la instrucción consistente con el paso del tiempo, tengo la intención de apoyar a mi hijo en el Programa de Doble Inmersión Lingüística desde su inicio hasta el quinto grado.
2. Entiendo que la instrucción del contenido en matemáticas, artes del lenguaje inglés, estudios sociales y / o ciencias será en español.
3. Voy a apoyar al programa mediante el fomento de la alfabetización bilingüe y bilingüismo.
4. Voy a consultar con los maestros y la administración sobre estrategias adicionales que apoyarán a mi hijo a aumentar el éxito en el Programa de Doble Inmersión Lingüística.

Firma del padre/madre/tutor: _____ Fecha: _____

Firma del padre/madre/tutor: _____ Fecha: _____

Las solicitudes deberán entregarse al maestro(a) de su hijo(a) junto con la solicitud de matriculación para nuevos estudiantes.

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 (incluida 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:

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

STUDENT HOUSEHOLD NAME: _____		SCHOOL USE ONLY	
Student ID #: _____	Grade: _____	Homeroom: _____	Counselor Name: _____
Transportation: _____		Bus #: _____	Walker _____ Car _____
_____ Gifted _____ Special Education _____ Student Support Team _____ ESOL _____ 504 _____ Day Care Bus _____ After-School Program			
<p><i>Conditional enrollment is only available during the school year. Students pre-enrolling or enrolling before school starts are not eligible for Conditional Enrollment.</i></p> <p><input type="checkbox"/> 30 Day Conditional Enrollment Granted <input type="checkbox"/> 7 Day Conditional Enrollment Granted Ending Date _____</p>			
<p>Items Needed To Complete Enrollment:</p> <p><input type="checkbox"/> BIRTH CERTIFICATE <input type="checkbox"/> SOCIAL SECURITY CARD <input type="checkbox"/> IMMUNIZATION CERTIFICATE <input type="checkbox"/> EYE, EAR & DENTAL CERTIFICATE</p> <p><input type="checkbox"/> PHOTO IDENTIFICATION <input type="checkbox"/> WITHDRAWAL FORM <input type="checkbox"/> REPORT CARD/TRANSCRIPT <input type="checkbox"/> PROOF OF RESIDENCY</p> <p><input type="checkbox"/> RESIDENCY AFFIDAVIT <input type="checkbox"/> PROOF OF GUARDIANSHIP</p>			
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		Was/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			
<p><i>In order to provide your child with the best possible education, we need to determine how well he or she speaks and understands English. This survey assists school personnel in deciding whether your child may be a candidate for additional English language support. Final qualification for language support is based on the results of an English language assessment.</i></p>							
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 most frequently speak at home?	
What language(s) does the student speak most often?		Which language do adults in your home most frequently use when speaking with your child?			Which language(s) does your child currently understand or speak?		
<p>If possible, would you prefer notice of school activities in a language other than English? Yes No</p> <p>If yes, which language?</p>		<p>Is your child Hispanic/Latino?</p> <p><input type="checkbox"/> No, Not Hispanic/Latino</p> <p><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.</p>					

New Student Enrollment Form

Date: _____

School: _____

What is your child's race? (Select all that apply)

- 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.)
- 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.)
- 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.)
- Native Hawaiian or Other Pacific Islander** (A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.)
- White** (A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.)

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)*

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

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:

Has Student Attended an Atlanta Public School before? NO YES
Date: _____

Last School Attended in Atlanta Public Schools?

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? No Yes

Has student been expelled from ANY school?
 No Yes

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:



New Student Enrollment Form

Date: _____

School: _____

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:
<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

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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Making A Difference

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

Possible Living Situation #2

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

1. Photo identification;
2. Copy of the 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

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, telephone, cell phone or 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 Agreements requires all occupants to be listed, the names of the occupants must be listed on the Lease/Rental Agreement.

Homeless students should contact the 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 studentrelations@atlantapublicschools.us.



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PROOF OF RESIDENCY

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.



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Making A Difference

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.

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



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.

APS CAMPUS PORTAL FOR PARENTS

FIRST TIME ACCOUNT CREATION

Step 1: Parents/guardian should go to the CPP Login Page: <https://ic.apsk12.org/portal>

Step 2: Select help to open the Campus Portal Activation Key option.

Step 3: Select the **If you have been assigned a Campus Portal Activation Key, click here** option. An Activating your Campus Portal Account screen displays.

Campus Portal

Atlanta Public School

Username _____

Password _____

Sign In >>

HELP

Problems logging in?

If you have been assigned a Campus Portal Activation Key, click here
If you do not have an Activation Key, click here

Tell me more!

District Notices

2014-03-01

A ATLANTA PUBLIC SCHOOLS

Making A Difference

Click the link below to access the CPP Support web site.
sis.apsk12.org/portal

CPP Quick Reference Guides and contact information for CPP Support

ACTIVATION KEY ENTRY

Step 4: Enter the **Activation Key** the district has assigned to you. Once the Activation Key has been used to create an account, it cannot be used again.

Step 5: Click the **Submit** button. The Activation Key will be verified, and when approved, a screen will prompt the user to create a username and password.

Infinite Campus

Transforming K12 Education®

Campus Portal

District 0513

Activating your Campus Portal account

Activating your Campus Portal parent portal account is easy. All you need is your Campus Portal Activation Key sent to you by your child's school.

Activation Key

(EAD16296 - 7C23 - 4887 - 8E58 - B68D5244BF1D)

Submit

In English | En Español | 中文简体 | 中文繁體

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www.infinitecampus.com

USERNAME AND PASSWORD CREATION

Enter a **Username**. Use an alphanumeric (both letters and numbers) username.

Enter a **Password**. Use an alphanumeric password. Passwords should be at least 6 characters long. If system preferences have been sent to require a **Strong Password**, it must meet three of the four qualifications:

- A lower case letter (a, j, r, etc.)
- An upper case letter (A, J, R, etc.)
- A number (3, 7, 1, etc.)
- A symbol (@, %, &, etc.)
- Re-enter the password in the **Verify Password** field.
- Click the **Create Account** button.

The screenshot shows the 'Campus Portal' interface with a success message: 'Campus Portal account creation successful'. Below the message, there are fields for 'User Name' (filled with 'camila0513'), 'Password' (filled with '*****'), and 'Verify Password' (filled with '*****'). A '100%' progress indicator is shown next to the password field. A 'Create Account' button is visible at the bottom of the form. The page also includes the Infinite Campus logo and the tagline 'Transforming K12 Education'.

PORTAL LANGUAGES

The Portal is available in four languages:

- English
- Spanish
- Simplified Chinese
- Traditional Chinese

Users can select which option best fits their needs by clicking on the hyperlink of the preferred language on the sign-in page or at the bottom of the Campus Portal after logging in. Selecting a language will display all navigation tab labels and non-student/school specific content into the chosen language. Custom tabs are not translated.

The screenshot shows the 'Campus Portal' sign-in page. It features the Infinite Campus logo and the tagline 'Transforming K12 Education'. The sign-in form includes fields for 'Nombre Del Usuario' (filled with 'Aberdeen 06.1') and 'Contraseña'. A 'Sign In >>' button is present. Below the form, there is a 'HELP' button and a section titled 'Avisos del Distrito' (District Notices) with a date '2011 09 06'. The notice states: 'Infinite Campus & Parent Portal will not be available during this time frame: starting Saturday, September 10 at 12:00 a.m. and ending on Sunday, September 11 at 11:59 p.m.'. At the bottom, there is a language selection menu with options for 'In English', 'En Español', '中文简体', and '中文繁體'. The page also includes the Infinite Campus logo and the tagline 'Transforming K12 Education'.



Save time and money by ordering your child's supply kit today! No running from store to store. Kits are personalized and built according to the supplies approved by teachers.

Morris Brandon

2017-2018 Supply Kit Online Ordering Information

We are making significant changes to how school supply kits will be ordered and delivered for next school year. *NEW for the 2017-2018 school year, we will be utilizing Schoolkidz Teacher Tailored School Supply Kit Program. ****Kits will be delivered DIRECTLY to your home. They will NOT be delivered to school like in years past.*****

Order online at: www.shopttkits.com

Use Account #: 84134

Online ordering available: March 20th, 2017 - May 26, 2017

Kit Delivery: Shipped DIRECTLY Home

Grade for 2017-2018	Price	Price May 18th-May 26th
Kindergarten	\$54.67	\$64.67
1st Grade	\$43.21	\$53.21
2nd Grade	\$57.97	\$67.97
3rd Grade	\$64.50	\$74.50
4th Grade	\$59.68	\$69.68
5th Grade	\$70.02	\$80.02

Kit components may be viewed online.

Kit price includes agenda and luggage tag. Only these two items will be shipped to the school!

Important Parent Notes

Please open your kit only to check that all items are correct and in good condition. Do not remove any items from your kit. All items must be brought to school in the original box to the student's classroom during Celebration of Learning.

Make sure to order for the grade your child will be in NEXT year. All sales are final, no returns or exchanges are accepted.

Questions? Contact Wallis at Wallis.Ronchetti@harrynorman.com or Debbie at debbiefranz@me.com



You could win an iPad® Air or an iPad® Mini when you place an order with SchoolKidz this year!**

**A Teacher Tailored kit must be purchased in order to be eligible. Visit TTKITS.COMGOLD for full details.