
April 27, 2012

Dear Parents/Legal Guardians,

It is that time of year when we must update our student records and re-register students for the 2012-2013 school year. ***Students returning next year are required to complete a re-registration packet and provide current proof of residency within the Atlanta Public Schools' attendance area.***

Today you will receive a **Census Verification Form**.

1. Please update any information that is incorrect.
2. Check to ensure that your child's **Demographic Data** is correct (name, date of birth, gender/race ethnicity). Note: Social Security Number is NOT SHOWN for security purposes. Please do not provide your child's social security number.
3. Review the **Household Contact Information** to ensure that the contact information for your household is accurate (address, phone number, email address if applicable).
4. Review the **Household Members** and their relationships to ensure that all members of your household and all children enrolled in an Atlanta Public School (APS) are listed. (Do not list children not enrolled in an APS school.)
5. Provide additional **Contact Information** where missing (work phone, cell phone, email address).
6. **If there are no corrections necessary, please write NO CORRECTIONS and sign the form. Please remember to attach proper Proof of Residency.**
7. Please sign and date the Census Verification Form.

Please have your child return the completed re-registration packet in an envelope with his/her name on the front to his/her homeroom teacher on / or before, May 4, 2012. Attach a copy of all required residency documents to the re-registration packet, or you may bring the originals to the Registrar's Office from 9am-11:30am; we will make a copy of your residency documents.

Please note that we will not issue a schedule to any student who has not re-registered or whose re-registration packet is incomplete.

If you have any questions, please contact: Ms. Holland, Registrar, 404-802-3021, Ms. Williams, Social Worker, 404-802-3016, Mr. Cone, Counselor, 404-802-3018 or Mr. Vincent, Academy Leader, 404-802-3007.

As always, thank you for your continued support.

Sincerely,

Principal

cc: Census Verification Form

Atlanta Public Schools

Proof of Residency Requirements

Administrative Regulation [JBC-R\(0\) - School Admissions](#)

Parent/Legal Guardian who owns or leases:	Parent/Legal Guardian whose name is NOT on the mortgage, lease, or deed.
<p>*Please provide the required documents for each category. A minimum of <u>5</u> documents are required.</p> <p><u>1. Provide one of the following:</u></p> <ul style="list-style-type: none"> • Deed • Mortgage statement (current w/in 30 days) • Lease/rental agreement with the name, address, and telephone number of the owner/lessee. (current) <p><u>2. Provide the following:</u></p> <ul style="list-style-type: none"> • Georgia Power bill (current within 30 days)** <p><u>3. Provide any two (2) of the following:</u></p> <ul style="list-style-type: none"> • Current Georgia driver's license or Georgia identification card with the address of the residence; • Current bank, credit union, or other financial institution documentation (e.g. loan documents, credit card statement, monthly activity statement, voided check) with the address of the residence; • Mail delivered by the United States Postal Service other than general mail addressed to occupant or resident with the address of the residence; • Employer documentation (e.g. application for employment, health insurance, previously issued W-2 or Form 1099, pay stub) with the address of the residence; • For the current year, a Fulton County property tax statement with evidence thereupon of payment and which shows the name and address of the residence; • Voter registration documentation from Fulton County with the address of the residence; • A current motor vehicle registration (tag receipt) 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. <p><u>4. Provide the following:</u></p> <ul style="list-style-type: none"> • Signed and notarized Affidavit of Enrollment (this form may be obtained through the school secretary or downloaded from the Atlanta Public Schools Web site) 	<p>*Please provide the required documents for each category. A minimum of <u>6</u> documents are required.</p> <p><u>1. Provide one of the following:</u></p> <ul style="list-style-type: none"> • Deed of owner • Mortgage statement of owner (current w/in 30 days) • Lease/rental agreement with the name, address, and telephone number of the owner/lessee. (current) <p><u>2. Provide the following:</u></p> <ul style="list-style-type: none"> • Georgia Power bill (current within 30 days) for the owner or lessee** <p><u>3. Provide any three (3) of the following:</u></p> <ul style="list-style-type: none"> • Current Georgia driver's license or Georgia identification card with the address of the residence; • Current bank, credit union, or other financial institution documentation (e.g. loan documents, credit card statement, monthly activity statement, voided check) which evidences the location of the legal residence; • Mail delivered by the United States Postal Service other than general mail addressed to occupant or resident; • Employer documentation (e.g. application for employment, health insurance, previously issued W-2 or Form 1099, pay stub) which evidences the location of the legal residence; • Voter registration documentation from Fulton County which evidences the location of the legal residence; • A current motor vehicle registration (tag receipt) which evidences the location of the legal 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. <p><u>4. Provide the following:</u></p> <ul style="list-style-type: none"> • Signed and notarized Affidavit of Residency (this form may be obtained through the school secretary or downloaded from the Atlanta Public Schools Web site)
<p>At the discretion of the Principal or designee, if evidence of a parent/guardian's residence within the District is still insufficient, the Principal or designee shall submit a referral to the school social worker or the Office of Student Placement. 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 JBC(1) Homeless Students.</p>	
<p>** For newly established residential service, Georgia Power will provide a Letter of Residency (LOR) to establish how long you have had service. Online Requests https://customerservice.southerncompany.com/Letter/Requests.aspx or please call Residential Customer Service at 1-888-660-5890. Hours: 24 hours a day/ 7 days a week/ 365 days a year. The Letter of Residency can be used to register the student. Upon receipt of the official Georgia Power monthly billing statement, the parent/guardian is required to provide the GA Power Bill to the enrolling school.</p>	