

**SCHOOL ADMISSION REGULATIONS**

No person is charged tuition for admission or enrollment in the Alexandria City Public Schools (ACPS), whether on a full-time or part-time basis, who is eligible for admission under Policies JEC School Admission or JECA Admission of Children Experiencing Homelessness. School officials may not inquire into the student’s or parent/guardian’s citizenship or visa status in determining eligibility for tuition-free enrollment in the school division.

However, the school division may admit and charge tuition to a student who:

- A. Is a resident of the school division but not of school age;
- B. Is of school age and not a resident of Virginia but is temporarily living with a non-parent who resides within the school division, except as otherwise provided by law;
- C. Is of school age and resides beyond the boundaries of Virginia but near Alexandria City in the event the residing location grants equal attendance privileges to residents of the Commonwealth;
- D. Is of school age and resides on a military or naval reservation located wholly or partly within the geographical boundaries of the school division, is not a domiciled resident of the Commonwealth of Virginia, and is a student for whom federal funds provided under Public Law 874 of 1950, commonly known as Impact Aid, fund less than 50 percent of the total per capita cost of education in Alexandria City Public Schools exclusive of capital outlay and debt service; such students shall be eligible for interscholastic programs immediately upon enrollment, provided that such persons (i) satisfy all other requirements for eligibility and (ii) are dependents of a military service member required by the military to live on the military installation as evidenced by a statement on command letterhead signed by, or by direction of, the service member's commanding officer;
- E. Is of school age and attending a school in the Division pursuant to a foreign student exchange program approved by the School Board;
- F. Is a resident of the Commonwealth but not of the school division, except as provided in Policy JEC School Admission;
- G. Is of school age and was enrolled in a public school within the Division as a domiciled resident of the Commonwealth, and has been required as a result of military or federal orders issued to their parents/guardians to relocate and reside on federal property in another state or the District of Columbia, where such state or the District of Columbia is contiguous to the school division; or
- G. Is of school age and residing within the school division and is enrolled in summer programs other than remediation required under §22.1-253:13.1, or is enrolled in

37 local initiatives or programs not required by the Standards of Quality or the  
38 Standards of Accreditation.

39 Eligibility for consideration does not signify acceptance of the admission application of a student.  
40 Each application for admission will be considered on an individual basis. The residency of  
41 persons in the above categories who reside in housing or temporary shelter, or on property located  
42 in multiple jurisdictions, shall be determined in the manner set forth in Policy JEC School  
43 Admission.

44 Foreign students with an F-1 immigration status or who obtain F-1 student visas shall not be  
45 admitted in the division's elementary schools or publicly funded adult education programs. Such  
46 students may be admitted, for a period of up to twelve (12) months, in the Division's secondary  
47 schools only if they pre-pay the full, unsubsidized per capita cost of the education.

#### 48 **Procedure for Admission**

49 The following procedure is followed for application and review of applications for admission of  
50 students.

51 A parent/legal guardian of a student must apply for admission on behalf of the student by  
52 completing the ACPS application. The application form contains information and agreements  
53 including, but not limited to:

- 54 ● the current legal residence of the child and the school division in which is the child is  
55 currently enrolled, if any;
- 56 ● the child's unique student identification number, if any;
- 57 ● the basis for requesting admission;
- 58 ● the specific building and grade-level (elementary) or course offerings (secondary) in  
59 which the student desires to be enrolled if accepted by the division; and,
- 60 ● the agreement that the student is subject to all policies, regulations, and guidelines of the  
61 school division, including the Code of Student Conduct.

62 Within fifteen (15) calendar days of receipt of the complete application and required  
63 documentation, ACPS provides the applicant with written notification of the approval or denial of  
64 the application. If the student is to be admitted, ACPS will notify the school division previously  
65 attended by the student, if any, to make necessary arrangements for the transfer of student records.  
66 The notification of admission shall state the period for which the student is accepted and any  
67 subsequent conditions that could cause the acceptance to be terminated.

68 If the application is denied, ACPS will notify the parent/legal guardian of the right to have the  
69 transfer reviewed by sending a written request to the Superintendent or designee within seven (7)  
70 calendar days. Applications denied based upon the student's suspension, expulsion, or withdrawal  
71 of admission will be reviewed as provided in Policy JEC School Admission. For all other denials  
72 of admission, the Superintendent or designee will respond in writing to the request for review  
73 within ten (10) calendar days.

74 If the request is denied, the Superintendent or designee notifies the parent/legal guardian of the  
75 right to petition the Alexandria City School Board, upon five (5) calendar days' prior notice, for

76 review of the decision and to have a hearing before the Board at its next regular meeting. Following  
77 the hearing by the Board, a final decision will be promptly communicated to the parent/legal  
78 guardian in writing. If review is not requested within the timelines specified, the recommended  
79 denial of the request for admission shall be submitted to the Board at its next regular meeting.

80 **Definition of Residency**

81 In alignment with the Code of Virginia and interpretations by the Virginia Attorney General, a  
82 bona fide residence is one's actual or true residence, maintained in good faith, and is not a  
83 temporary or superficial residence established for convenience or for the purpose of free school  
84 attendance in Alexandria City Public Schools. Children living in Alexandria “for educational  
85 purposes only” are not considered residents of the City of Alexandria.

86 **Documentation of Residency**

87 A parent/legal guardian of a student enrolling in ACPS has the responsibility of providing the  
88 necessary documentation to verify City of Alexandria residency. It is the responsibility of the  
89 parent/legal guardian or adult student to notify the school in the event that the student and/or the  
90 parent/legal guardian has a residency change. Notification of a residency change should happen  
91 within three (3) calendar days.

92 **Proof of Alexandria City Residency –THREE FORMS**

93 **Any ONE** of the following documents must be submitted for verification of residency within the  
94 City of Alexandria. Only originals of documents will be accepted (no copies). Supporting  
95 documents must be current and where indicated, dated within the past 60 days.

- 96 ● Lease agreement (current document with dates, legal guardian’s signature and address)
- 97 ● Deed, with a real-estate property tax receipt in the legal guardian’s name
- 98 ● Purchase settlement documents

99 **and TWO** supporting documents noting parent’s/legal guardian’s name and property address  
100 such as:

- 101 ● Utility bill (water, gas, electric, cable, and/or landline phone)-within the past 60 days
- 102 ● Current personal Alexandria property tax bill/receipt (vehicle, boat, RV, etc.)
- 103 ● Mailed letter from a government agency (TANIF, HUD, IRS, etc.)
- 104 ● Current pay stub (noting Virginia tax withholding) within the past 60 days
- 105 ● Latest federal/state income tax return (cover page only)
- 106 ● 2 consecutive bank statements ( within the past 60 days)
- 107 ●
- 108 ● Current homeowner’s or renter’s insurance policy

109 **Shared Housing Residents**

110 If living in shared housing, a notarized Shared Housing A/B Form is required with an original copy  
111 of the homeowner’s deed (with a tax bill) or an original copy of the lease for the person with whom  
112 the student and parent/legal guardian are living. The parent/legal guardian or adult student is  
113 required to provide two supporting documents (in the parent’s/legal guardian’s or adult student’s

114 name) as listed above.

115 It is the responsibility of the parent/legal guardian or adult student to provide the school with an  
116 updated Shared Housing A/B Form, and supporting documents, within five (5) calendar days of  
117 expiration of the previous form.

### 118 **Kinship Care**

119 Kinship care is defined as the full-time care, nurturing, and protection of a child by relatives.  
120 Kinship care is temporary in nature and is not for educational purposes. A parent/legal guardian of  
121 a student enrolling in ACPS has the responsibility of providing the necessary documentation to  
122 verify the student's legal custodian and/or kinship care arrangement. The parent/legal guardian  
123 and kinship care guardian must complete the Kinship Care Affidavit (A and B) and attach all  
124 supporting documentation.

125 A current Kinship Care Affidavit and supporting documentation must be filled out annually at least  
126 2 weeks prior to the start of school each year. In the event that the student has a change in custody  
127 or care, it is the responsibility of the parent/legal guardian to notify the school within thirty (30)  
128 calendar days. Separate affidavits are required in instances of multiple students. Kinship Care  
129 Affidavit must be resubmitted annually.

### 130 **Residency Review**

131 ACPS may require, after initial enrollment, updated documentation of residency in the City of  
132 Alexandria. In addition to individual verification, ACPS reserves the right to initiate specific  
133 grade-level or school-wide residency verification activities. The burden of providing evidence of  
134 continued residence within the City of Alexandria is on the parent/legal guardian, adult student or  
135 individual acting on behalf of the student.

136 ACPS may revoke a finding of residency if it becomes aware of evidence showing that a student  
137 is not a bona fide resident of the City of Alexandria, has changed residency to another locality, or  
138 the parent/guardian has made false statements concerning custody, guardianship or kinship care.  
139 Any person(s) who knowingly makes a false statement concerning the residency of a student in  
140 ACPS for the purposes of convenience or avoiding tuition charges may be guilty of a Class 4  
141 Misdemeanor, under § 22.1-264.1 of the Code of Virginia. Additionally, they may be held liable  
142 to ACPS, as a result of making false statements, for tuition during the time that the student was  
143 enrolled.

144 Any decision by a school administrator or the Residency Verification Specialist (RVS) to deny or  
145 revoke a finding of residency may be appealed to the Department of Student Services, and Equity  
146 in writing within five (5) calendar days. The appeal will be conducted by the Executive Director  
147 of Student Services & Equity or their designee.

- 148 ● An appeal process meeting will be scheduled within 3 calendar days.
- 149 ● Appeal meetings may occur in-person or over the phone. In-person meetings must be  
150 scheduled in advance to ensure all parties are available to attend.
- 151 ● Any documentation presented to refute the withdrawal will be verified.

- 152 ● ACPS will conduct a home visit to verify the physical presence of family members within  
153 3 calendar days of the appeal meeting. Students will remain in attendance during the appeal  
154 meeting.

155 **Tuition Rate**

156 The tuition rate shall be set by the Superintendent for each academic year in alignment with Policy  
157 JN - Student Fees, Fines, and Charges.

158 **Transportation**

- 159 ● Transportation is provided in accordance with Policy EEA Student Transportation  
160 Services.

161 Established: December 5, 1996

162 Revised: July 10, 1997

163 Revised: October 5, 2000

164 Revised: June 19, 2003

165 Revised: June 26, 2007

166 Revised: June 18, 2015

167 Revised: June 5, 2018

168 Revised: July 6, 2018

169 Revised: May 5, 2022

170 Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-3, 22.1-5, 22.1-260, and  
171 22.1-287.02

172 1999 Va. Op. Atty. Gen. 105

173 Cross Refs.: EEA Student Transportation Services

174 JEC School Admission

175 JECA Admission of Children Experiencing Homelessness

176 JFC Student Conduct

177 JN Student Fees, Fines, and Charges

178 JO Student Records

180

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4 Policies JEC School Admission or JECA Admission of Children Experiencing Homelessness.  
5 School officials may not inquire into the student's or parent/guardian's citizenship or visa status  
6 in determining eligibility for tuition-free enrollment in the school division.

7 However, the school division may admit and charge tuition to a student who:

- 8 A. Is a resident of the school division but not of school age;
- 9 B. Is of school age and not a resident of Virginia but is temporarily living with a non-  
10 parent who resides within the school division, except as otherwise provided by  
11 law;
- 12 C. Is of school age and resides beyond the boundaries of Virginia but near Alexandria  
13 City in the event the residing location grants equal attendance privileges to residents  
14 of the Commonwealth;
- 15 D. Is of school age and resides on a military or naval reservation located wholly or  
16 partly within the geographical boundaries of the school division, is not a domiciled  
17 resident of the Commonwealth of Virginia, and is a student for whom federal funds  
18 provided under Public Law 874 of 1950, commonly known as Impact Aid, fund less  
19 than 50 percent of the total per capita cost of education in Alexandria City Public  
20 Schools exclusive of capital outlay and debt service; such students shall be eligible  
21 for interscholastic programs immediately upon enrollment, provided that such  
22 persons (i) satisfy all other requirements for eligibility and (ii) are dependents of a  
23 military service member required by the military to live on the military installation  
24 as evidenced by a statement on command letterhead signed by, or by direction of,  
25 the service member's commanding officer;
- 26 E. Is of school age and attending a school in the Division pursuant to a foreign student  
27 exchange program approved by the School Board;
- 28 F. Is a resident of the Commonwealth but not of the school division, except as  
29 provided in Policy JEC School Admission;
- 30 G. Is of school age and was enrolled in a public school within the Division as a  
31 domiciled resident of the Commonwealth, and has been required as a result of  
32 military or federal orders issued to their parents/guardians to relocate and reside on  
33 federal property in another state or the District of Columbia, where such state or the  
34 District of Columbia is contiguous to the school division; or
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37 local initiatives or programs not required by the Standards of Quality or the  
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- 56 ● the child's unique student identification number, if any;
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- 58 ● the specific building and grade-level (elementary) or course offerings (secondary) in  
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62 Within fifteen (15) calendar days of receipt of the complete application and required  
63 documentation, ACPS ~~shall provides~~ the applicant with written notification of the approval or  
64 denial of the application. If the student is to be admitted, ~~the Superintendent or superintendent's~~  
65 ~~designee shall and~~ ACPS will notify the school division previously attended by the student, if any,  
66 to make necessary arrangements for the transfer of student records. The notification of admission  
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69 If the application is denied, ACPS ~~shall will~~ notify the parent/~~legal~~ guardian of the right to have  
70 the transfer reviewed by sending a written request to the Superintendent or designee within seven  
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72 withdrawal of admission ~~will shall~~ be reviewed as provided in Policy JEC School Admission. For  
73 all other denials of admission, the Superintendent or designee ~~will shall~~ respond in writing to the  
74 request for review within ten (10) calendar days.

75 If the request is denied, the Superintendent or designee ~~shall notifi~~esy the parent/~~legal~~ guardian of

76 the right to petition the [Alexandria City](#) School Board, upon five (5) calendar days' prior notice,  
77 for review of the decision and to have a hearing before the Board at its next regular meeting.  
78 Following the hearing by the Board, a final decision ~~will shall~~ be promptly communicated to the  
79 parent/[legal](#) guardian in writing. If review is not requested within the timelines specified, the  
80 recommended denial of the request for admission shall be submitted to the Board at its next regular  
81 meeting.

## 82 **Definition of Residency**

83 In alignment with the Code of Virginia and interpretations by the Virginia Attorney General, a  
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86 attendance in Alexandria City Public Schools. Children living in Alexandria "for educational  
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## 94 **Proof of Alexandria City Residency –THREE FORMS**

95 **Any ONE** of the following documents must be submitted for verification of residency within the  
96 City of Alexandria. Only originals of documents will be accepted (no copies). Supporting  
97 documents must be current and where indicated, dated within the past 60 days.

- 98 ● Lease agreement (current document with dates, legal guardian's signature and address)
- 99 ● Deed, with a real-estate property tax receipt in the legal guardian's name
- 100 ● Purchase settlement documents

101 **and TWO** supporting documents noting parent's/legal guardian's name and property address  
102 [such as:](#)

- 103 ● Utility bill (water, gas, electric, cable, and/or landline phone)-within the past 60 days
- 104 ● Current personal Alexandria property tax bill/receipt (vehicle, boat, RV, etc.)
- 105 ● Mailed letter from a government agency (TANIF, HUD, IRS, etc.)
- 106 ● Current pay stub (noting Virginia tax withholding) within the past 60 days
- 107 ● Latest federal/state income tax return (cover page only)
- 108 ● 2 consecutive bank statements (~~mailed~~ within the past 60 days)
- 109 ● [Current vehicle registration from the Department of Motor Vehicles \(DMV\)](#)
- 110 ● Current homeowner's or renter's insurance policy

## 111 **Shared Housing Residents**

112 If living in shared housing, a notarized Shared Housing A/B Form ~~will be is~~ required with an  
113 original copy of the homeowner's deed (with a tax bill) or an original copy of the lease for the



114 person with whom the student and parent/legal guardian are living. ~~Additionally, the~~ The  
115 parent/legal guardian or adult student is required to provide two supporting documents (in the  
116 parent's/legal guardian's or adult student's name) as listed above.

117 It is the ~~requirement~~ responsibility of the parent/legal guardian or adult student to provide the  
118 school with an ~~renewed~~ updated Shared Housing A/B Form, and supporting documents, within  
119 five (5) calendar days of expiration of the previous form.

## 120 **Kinship Care**

121 Kinship care is defined as the full-time care, nurturing, and protection of a child by relatives.  
122 Kinship care is temporary in nature and is not for educational purposes. A parent/legal guardian of  
123 a student enrolling in ACPS has the ~~responsibility burden~~ of providing the necessary  
124 documentation to verify the student's legal custodian and/or kinship care arrangement. The  
125 parent/legal guardian and kinship care guardian must complete the Kinship Care Affidavit (A and  
126 B) and attach all supporting documentation.

127 A current Kinship Care Affidavit and supporting documentation must be filled out annually at least  
128 2 weeks prior to the start of school each year. In the event that the student has a change in custody  
129 or care, it is the responsibility of the parent/legal guardian to notify the school within thirty (30)  
130 calendar days. Separate affidavits are required in instances of multiple students. Kinship Care  
131 Affidavit must be resubmitted annually.

## 132 **Residency Review**

133 ACPS may require, after initial enrollment, updated documentation of residency in the City of  
134 Alexandria. In addition to individual verification, ACPS reserves the right to initiate specific  
135 grade-level or school-wide residency verification activities. The burden of providing evidence of  
136 continued residence within the City of Alexandria is on the parent/legal guardian, adult student or  
137 individual acting on behalf of the student.

138 ACPS may revoke a finding of residency if it becomes aware of evidence showing that a student  
139 is not a bona fide resident of the City of Alexandria, has changed residency to another locality, or  
140 the parent/guardian has made false statements concerning custody, guardianship or kinship care.  
141 Any person(s) who knowingly makes a false statement concerning the residency of a student in  
142 ACPS for the purposes of convenience or avoiding tuition charges may be guilty of a Class 4  
143 Misdemeanor, under § 22.1-264.1 of the Code of Virginia. Additionally, they may be held liable  
144 to ACPS, as a result of making false statements, for tuition during the time that the student was  
145 enrolled.

146 Any decision by a school administrator or the Residency Verification Specialist (RVS) to deny or  
147 revoke a finding of residency may be appealed to the Department of Student Services, ~~Alternative~~  
148 ~~Programs~~ and Equity in writing within five (5) calendar days. The appeal will be conducted by the  
149 Executive Director of Student Services & Equity or their his/her designee.

- 150 ● An appeal process meeting will be scheduled within 3 calendar days.
- 151 ● Appeal meetings may occur in-person or over the phone. In-person meetings must be  
152 scheduled in advance to ensure all parties are available to attend.

**Commented [1]:** This can be broken into bullet points and communicated to familie when SSE is contacted with the intent to appeal



191 (Address) \_\_\_\_\_ (Home Phone) \_\_\_\_\_ (Work Phone)

192  
193 The names of my children also residing with me at the above address are:

<u>Name(s)</u>	<u>Age(s)</u>	<u>Attending School(s)</u>

194  
195 Please read and initial the following statements:

196  I understand that enrollment of my child(ren) in the Alexandria City Public Schools (ACPS) is  
197 based on my statement, and if this statement is false, I understand that I am liable for payment of full  
198 tuition for my child(ren). I hereby waive my rights to confidentiality of information relative to my  
199 residence and understand that ACPS will use whatever legal means it has at its disposal to verify my  
200 residence. Under §22.1-264.1 of the Code of Virginia, any person who knowingly makes a false statement  
201 concerning the residency of a child for the purpose of avoiding tuition, shall be guilty of a Class 4  
202 misdemeanor.

203  I also agree to notify the principal or designee of any change of residence of myself or my  
204 child(ren) within three (3) days of such change.

205  I also understand that supporting documentation in my name (i.e. second form of residency  
206 verification) is required to be submitted along with this form as noted in School Board Regulation JEC-R  
207 (School Admission).

208 **\*This form is valid for six months from the date of application. Continued enrollment after such  
209 time requires completing a new application and providing appropriate documentation. Failure to  
210 do so will result in withdrawal of the named child(ren) from the Alexandria City Public Schools.**

213 \_\_\_\_\_  
214 Printed Name of Parent/Guardian (Home Phone) \_\_\_\_\_ (Work Phone)

215 \_\_\_\_\_  
216 \_\_\_\_\_  
217 Signature \_\_\_\_\_ \*Date

218 I hereby certify that on this \_\_\_\_\_ day of \_\_\_\_\_, the above subscribers personally  
219 appeared before me and made oath in due form of the law that the foregoing facts are true to the best of  
220 their knowledge, information, belief, under penalty of perjury.

221 My Commission Expires \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Notary Public \_\_\_\_\_  
222

223  
224  
225 **To Be Completed by School Personnel**

226 \_\_\_\_\_ Entered date in Power School \_\_\_\_\_ Student ID # \_\_\_\_\_  
227 \_\_\_\_\_ Submitted copy to Department of Student Services \_\_\_\_\_ Please forward copy to sibling(s) school

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PROOF OF CITY OF ALEXANDRIA RESIDENCY  
ALEXANDRIA CITY PUBLIC SCHOOLS  
1340 Braddock Place  
Alexandria, VA 22314  
STATEMENT OF CITY OF ALEXANDRIA RESIDENT

I hereby affirm that I reside at:

Street Address

City State Zip Code

(A copy of the City of Alexandria Resident's Mortgage, Current Lease Agreement, or Deed with a copy of the current property tax bill must accompany this form.)

Living with me are the adults listed below who have school age children to be enrolled in Alexandria City Public Schools:

Name(s) of adult(s) residing with me:	Name(s) of their children(s) residing with me:

Please read and initial the following statements:

I understand that enrollment in the Alexandria City Public Schools (ACPS) of the child(ren) of the adult(s) identified on FORM A is based on my statement. If this statement is false, I understand that I am liable for payment of full tuition of the child(ren). Under §22.1-264.1 of the Code of Virginia, any person who knowingly makes a false statement concerning the residency of a child for the purpose of avoiding tuition, shall be guilty of a Class 4 misdemeanor.

I will notify the principal or designee of any change of residence of the named adult(s) or child(ren) within three (3) days of such change.

I understand that the adult(s) listed above is/are required to provide supporting documentation in their name (i.e. second form of residency verification) along with this form as noted in School Board Regulation JEC-R (School Admission).

**\*This form is valid for six months from the date of application or until the named applicant ceases to reside in the City of Alexandria. If the applicant continues to be an Alexandria resident after six months, a new form and supporting documents must be submitted. Failure to do so will result in withdrawal of the named child(ren) from the Alexandria City Public Schools.**

Printed Name of City of Alexandria Resident (Home Phone) (Work Phone)

Signature of City of Alexandria Resident \*Date

I hereby certify that on this \_\_\_ day of \_\_\_\_\_, the above subscribers personally appeared before me and made oath in due form of the law that the foregoing facts are true to the best of their knowledge, information, belief, under penalty of perjury.

My Commission Expires \_\_\_/\_\_\_/\_\_\_ Notary Public \_\_\_\_\_

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\_\_\_\_ Entered date in PowerSchool \_\_\_\_\_ Student ID # \_\_\_\_\_

\_\_\_\_ Submitted copy to Department of Student Services \_\_\_\_\_ Please forward copy to sibling(s) school \_\_\_\_\_

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