

# Student Placement: Proof of Residency

Regulation Code: **4120-R**

The following procedures govern the determination of proof of residency for students assigned to attend Burke County Public Schools.

Before any student is assigned to attend Burke County Public Schools (BCPS) or if there is a question of a student currently attending a school in the system, the student's parent or legal guardian\* must provide proof of legal residence in Burke County.

Effective **May 11, 2011**, student registration **requires a parent/guardian** to be present and to **submit photo identification and submit three proofs of residency.**

**All documents must be pre-printed with the name and Burke County address of the student's parent or legal guardian\* and must be presented at the time of enrollment or within 15 days of request by administration should there be questions of residency. Families can enroll at the Burke County Public school within the student's assigned attendance area.**

Change of address request will require one document from each of the following columns.

All applicants must submit photo identification and at least <b>one document from each of the following columns.</b> These documents are for address verification, and must all reflect the address provided for enrollment or change of address.		
Column A	Column B	Column C
<ul style="list-style-type: none"> <li>• Copy of Deed or record of most recent mortgage payment</li> <li>• Copy of lease (including Burke Housing Authority and HUD leases) AND record of most recent rent payment</li> <li>• HUD Closing Statement</li> <li>• Residency Affidavit from landlord affirming tenancy AND record of most recent rent payment</li> <li>• Section 8 agreement</li> <li>• Letter from approved agency (group &amp; foster home purposes only)</li> </ul>	A utility bill or work order dated within the past 30 days, including: <ul style="list-style-type: none"> <li>• Gas bill</li> <li>• Water bill</li> <li>• Electric bill</li> <li>• Telephone bill</li> <li>• Cable bill</li> </ul>	<ul style="list-style-type: none"> <li>• Current vehicle registration</li> </ul> <p><i>Dated within the past year:</i></p> <ul style="list-style-type: none"> <li>• W-2 form</li> <li>• Vehicle tax bill</li> <li>• Property tax bill</li> </ul> <p><i>Dated within the past 60 days:</i></p> <ul style="list-style-type: none"> <li>• Medicaid Card</li> <li>• Payroll stub</li> <li>• Bank or credit card statement</li> </ul>

**This residency policy does not apply to homeless students, as defined by the McKinney-Vento Act.**

Group homes are required to provide proofs from Columns A & B only.

Any student who is attending a school outside of their assigned attendance area without an approved transfer the student may be withdrawn from BCPS immediately.

*\*Legal guardianship requires additional documentation from a court or agency.*

Issued: