

Atlanta Public Schools

Proof of Residency Requirements

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

Parent/Guardian who owns or leases:	Parent/Guardian whose name is <u>NOT</u> 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 • Lease/rental agreement with the name, address, and telephone number of the owner/lessee. <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 • Lease/rental agreement with the name, address, and telephone number of the owner/lessee. <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)

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](#).

**** 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.**