

# SCPS Documents Required for Enrollment

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- Parent or legal guardian MUST register the student. Guardians and foster parents MUST provide proper court custody papers to register a student.
- Proof of Residency: Residency is defined as the domicile of an individual, meaning that the individual lives in a locality with the intent to make it a fixed or permanent home. Domicile requires more than a bodily presence as an inhabitant in a given place, it requires bodily presence and eating and sleeping as a permanent home. Under no circumstances can a family or a student have two residences for school enrollment purposes. School staff must verify information provided to ensure the residence is located in Stafford County and that the student is enrolled in the school serving the residence area.

One of the following:

1. Deed for primary residential property or contract, or current property tax bill for primary residential property in Stafford County, **OR**
2. Current rental or lease agreement for a period of at least one year, **OR**
3. Contract or lease free of contingencies to occupy a Stafford County residence within two months of the date of enrollment, **OR**
4. Residence manager's letter on company letterhead stating residence is corporate residence located in Stafford County, **OR**
5. Weekly receipts for temporary residence in a hotel or motel for up to 60 days (will require renewal or evidence of more permanent residency within 60 days of enrollment), **OR**
6. If family is living in residence of a friend or relative, the homeowner or leaseholder must provide a Notarized Affidavit of residency attesting to bona fide residency in Stafford County in addition to the lease or deed of homeowner or leaseholder.

And MUST provide **TWO** official documents showing name of parent or guardian in a Stafford County residence where the family is living. Acceptable documents include:

1. Utility bills for most recent two months that may include water, gas, electricity, landline telephone, or utility hook-up paperwork
  2. Vehicle related documents such as driver's license, registration, insurance policy or paid insurance bills with match residence address
  3. Employment verification that may include current payroll stubs, current employer verification on company letterhead, or similar documents deemed acceptable by the principal
  4. Tax document that may include current forms of personal property tax bill, IRS-1099, IRS-1040, IRS-W2 or IRS-W4
  5. Other official correspondence from a governmental agency
  6. Medical bills dated within the past three months
  7. Consecutive bank statements from the last two months
- Official birth certificate: A birth certificate is required (Code of Virginia 22.1-3.1). Hospital birth cards, passports, etc can **NOT** be accepted in lieu of a certified birth certificate. If not available, an Affidavit (form available at the school or via SCPS website) must be completed, signed and notarized. Per Virginia Code 22.1-3.1, the Stafford Sheriff's Office will be notified when a birth certificate is not provided within 30 days of enrollment.
  - Proof of legal custody when applicable
  - A transfer slip or report card from a previous school or final report card
  - A copy of the current IEP/504 Plan and reports if the student has been receiving special education services
  - Immunization Records:
    - 4 DTap
    - 4 IPV/OPV
    - 2 measles mumps and 1 rubella (MMR)
    - 3 Hepatitis B
    - 2 Varicella (KG) or 1 (grd 1-10) 0 (grd 11-12)
    - Tdap booster by 7<sup>th</sup> grade
    - HPV recommended for students entering 6<sup>th</sup> grade
  - School Entrance Health Information (health history)
  - Completed TB Risk Assessment Form or documentation of negative skin test or chest x-ray
  - Student Registration Form – completed both front and back to include parent/guardian signature