

## STUDENTS

ADMISSION REQUIREMENTS: PROOF OF RESIDENCY IN MANASSAS CITY/CERTIFIED BIRTH RECORD

**Definition:** For purposes of this regulation, “residency” is established when both the student and the student’s parent(s) or guardian(s) live in a fixed or permanent home, whether the home is rented, owned, or leased, within designated boundaries of the school attendance zone in which registration is sought. In order to be considered a resident of a particular attendance zone, an individual must actually reside, sleep, and perform daily living functions within the primary residence.

**Proof of Residence: Documentation**

It is the responsibility of the parent(s) or guardian(s) to provide documentation to establish residency. Residency may be established by submitting proof of:

**Ownership of the Property**One of the following:

- Deed for Property;
- Contract on a home in Manassas City;
- Settlement Papers; or
- Mortgage Coupon.

and

Two of the following:

- Driver’s license;
- Car registration;
- Current utility Bill or utility hook-up;
- Personal property tax bill, current bills (with your city address);
- Voter registration card;
- Letter from employer (on official stationery) attesting to residency in the City of Manassas; or
- Other documentary evidence of similar reliability (i.e., current letter delivered by the US Post Office in person’s name).

**Rental of the Property (with Lease)**

- A lease agreement

and

Two of the following:

- Driver's license;
- Car registration;
- Current utility Bill or utility hook-up;
- Personal property tax bill, current bills (with your city address);
- Voter registration card;
- Letter from employer (on official stationery) attesting to residency in the City of Manassas; or
- Other documentary evidence of similar reliability (i.e. current letter delivered by the US Post Office in person's name).

**Rental of the Property (No Lease)****Home owner provides notarized affidavit plus proof of ownership (Attachment A):**

- Deed for property;
- Contract on a home in Manassas City;
- Settlement papers; or
- Mortgage coupon.

**Parent/guardian must provide two of the following:**

- Driver's license;
- Car registration;
- Current utility Bill or utility hook-up;
- Personal property tax bill, current bills (with your city address);
- Voter registration card;
- Letter from employer (on official stationery) attesting to residency in the City of Manassas; or
- Other documentary evidence of similar reliability (i.e. current letter delivered by the US Post Office in person's name).

**Lives with Home Owner****Home Owner provides notarized affidavit plus proof of ownership (Attachment A):**

- Deed for Property;
- Contract on a home in Manassas City;
- Settlement Papers; or
- Mortgage Coupon.

**Parent/guardian must provide two of the following:**

- Driver's license;
- Car registration;
- Current utility Bill or utility hook-up;
- Personal property tax bill, current bills (with your city address);
- Voter registration card;

- Letter from employer (on official stationery) attesting to residency in the City of Manassas; or
- Other documentary evidence of similar reliability (i.e. current letter delivered by the US Post Office in person's name).

### **Lives with Renter who has a Lease**

**Renter** provides copy of lease and a notarized Residency Affidavit (Attachment A)

#### **Parent/guardian must provide two of the following:**

- Driver's license;
- Car registration;
- Current utility Bill or utility hook-up;
- Personal property tax bill, current bills (with your city address)
- Voter registration card;
- Letter from employer (on official stationery) attesting to residency in the City of Manassas; or
- Other documentary evidence of similar reliability (i.e. current letter delivered by the US Post Office in person's name).

**Finding of Residency:** While proof of residency in accordance with the above will generally satisfy the residency requirement, the Superintendent or designee may nevertheless investigate the status of residency if there is credible evidence that calls into question a student's residency status. In such a case, the Superintendent or designee may conduct an investigation and require that the parent/legal guardian provide additional information to verify residency. The student shall remain enrolled in his/her current school without interruption during the investigation.

The Superintendent or designee may revoke a finding of residency if the investigation shows that the student and parent/guardian do not actually reside in Manassas City or have moved out of Manassas City since the initial enrollment. In such a case, the parent/guardian or the person who enrolled the student shall be liable for any applicable retroactive tuition. The student will be withdrawn immediately upon revocation of finding of residency.

### **Certified Copy of Pupil's Birth Record Required**

Except as otherwise provided in accordance with to School Board Policy JEC SCHOOL ADMISSION, no pupil shall be admitted for the first time to any public school in any school division in Virginia unless the person enrolling the pupil presents, upon admission, a certified copy of the pupil's birth record. The principal or his designee shall record the official state birth number from the pupil's birth record into the pupil's permanent school record and may retain a copy in the pupil's permanent school record. If a certified copy of the pupil's birth record cannot be obtained, the person so enrolling the pupil shall submit an affidavit setting forth the pupil's age and explaining the inability to present a certified copy of the birth record (Attachment B).

04/15

JEC-R  
Regulation  
Page 4

Approved by the Superintendent: August 1, 2007  
Amended by the Superintendent: August 22, 2014  
Amended by the Superintendent: April 17, 2015

STUDENT REGISTRATION  
**AFFIDAVIT OF RESIDENCY**

I hereby affirm and swear that the adults and children listed below live in my residence at the following address:

Number, Street \_\_\_\_\_ Apt # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Name of Parent/Guardian: \_\_\_\_\_

Name of Student(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- I understand that enrollment of the students named above is based on my statement and that if this statement is false I may be liable for payment of tuition for the student(s).
- I also agree to notify the school principal of any change in residency of the above named student(s) within three days of such change.

\_\_\_\_\_  
Printed name of the Homeowner or Leaseholder Phone # \_\_\_\_\_

\_\_\_\_\_  
Signature Date \_\_\_\_\_

\*\*\*\*\*

Subscribed and sworn before me on this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_\_\_\_

State: \_\_\_\_\_ County: \_\_\_\_\_ My commission expires on \_\_\_\_\_.

Witness my hand and official seal.

\_\_\_\_\_  
Notary Public

**NOTE: One of the following must accompany this letter: settlement papers, property deed, mortgage coupon, or lease agreement.**

**AFFIDAVIT**  
**ABSENCE OF CERTIFIED COPY OF BIRTH RECORD**

Commonwealth of Virginia, City of Manassas

I, \_\_\_\_\_, swear to or affirm the truthfulness  
first last  
of the information that follows based on personal knowledge. This regards the identity and the age of a student  
requesting enrollment in Manassas City Public Schools in accordance with Section 22.1-3.1 of the Code of Virginia.

Name of Student,	_____	Age	_____
	last first middle		
Date of Birth	_____	Place of Birth	_____
	mo/day/yr	city state or province	country
Name of Father	_____		
	last first middle		
Name of Mother	_____		
	last first middle		

1. Explain why you are unable to present a certified copy of the birth record of the student.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. List **and attach** all documents you will provide to establish the student's identity and age.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand that false or otherwise untrue information provided for any of the items above could result in a criminal charge of perjury.

_____	_____
Street address	sign name of parent/guardian
_____	_____
city state zip code	print name of parent/guardian

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

State: \_\_\_\_\_ County: \_\_\_\_\_.

My commission expires: \_\_\_\_\_.

Witness my hand in official seal.

\_\_\_\_\_  
notary public