



## PROOF OF RESIDENCY

The person, with whom the student(s) lives must attach proof of residency, dated within the last thirty (30) days and must show parent, guardian or legal name and street address. Please note that a P.O. Box is not acceptable as a residence address. **Please carefully read the scenarios listed below and provide the documentation that applies to your student's living situation.**

### Possible Living Situation #1

If you own and live in the resident property, you will need to provide:

1. Photo identification;
2. A deed or a mortgage statement in your name showing residence property address;
3. A current Georgia Power bill in your name for the current month showing the residence property address; **AND**
4. Two additional supporting documents in your name showing the residence property address.

### Possible Living Situation #2

If you rent and live in the rental property, you will need to provide:

1. Photo identification;
2. Copy of Lease/Rental Agreement (or current HUD Certificate of Compliance/Annual Renew Notice);
3. A current Georgia Power bill in your name for the current month showing the residence property address; **AND**
4. Two additional supporting documents in your name showing the residence property address.

### Possible Living Situation #3

If you are living at a property with the owner or being rented by another person, you will need to provide

1. Photo identification;
2. A deed, mortgage statement, or Lease/Rental Agreement (or current HUD Certificate of Compliance/Annual Renewal Notice) in the owner or primary renters name and showing residence property address;
3. Georgia Power bill (current within the last 30 days); **AND**
4. Three supporting documents in your name showing the residence property address.

### LIST OF ACCEPTABLE SUPPORTING DOCUMENTS

- Current Georgia driver's license or Georgia identification card if the address on the identification is the same as the residential address
- Bank statement, loan documents, credit card statement, monthly activity statement, voided check
- Home mortgage payment book
- Health insurance, previously issued W-2 or Form 1099, pay stub
- Fulton County property tax statement with evidence thereupon of payment
- Voter registration documentation from Fulton County
- A current motor vehicle registration (tag receipt)
- Cable bill, telephone or cell phone bill, gas bill
- Receipt to have utilities connected
- Mail delivered by the United States Postal Service other than general mail addressed to occupant or resident

**NOTE: If legal custody of a child is split between two parents**, in ADDITION to the documents listed above, you must also attach a certified copy of the most recent court order identifying each parent's respective award of physical custody. You are responsible to immediately inform the school of any changes to the court order.

**If the Lease/Rental Agreement requires all occupants to be listed, the names of the occupants must be listed on the Lease/Rental Agreement.**

**Homeless students should contact their school social worker or the APS Homeless Coordinator at 404-802-2245.**

**If you have any questions regarding proof of residence, please contact the Department of Student Relations at 404-802-2233 or [placements@atlantapublicschools.us](mailto:placements@atlantapublicschools.us).**

## FREQUENTLY ASKED QUESTIONS

**1. What if I just moved to the residence? (Just moved = 30 days or less)**

**A. If you purchased your home in last 30 days, you will need to provide:**

- Settlement statement;
- Georgia Power Letter of Residency or receipt to have utilities connected; and
- Mail forwarding order from United States Postal Service

**B. If you leased your residence within the last 30 days, you will need to provide:**

- Lease/Rental Agreement with your name;
- Georgia Power Letter of Residency or Receipt to have utilities connected; and
- Mail forwarding order from United States Postal Service

**C. If you moved in with someone within last 30 days, you will need to provide:**

- Deed, mortgage statement or Lease/Rental Agreement in name of primary renter or owner;
- Georgia Power bill (current within 30 days); and
- Mail forwarding order from United States Postal Service
- Within 30 days, you will also need to provide three (3) additional supporting documents

**2. What if I live at a residence and the GA Power bill is in someone else's name?**

- Copy of the mortgage statement, deed, or Lease/Rental Agreement (or current HUD Certificate of Compliance/Annual Renew Notice);
- Georgia Power bill (current within 30 days) showing the residence property address; and
- Three additional supporting documents in your name showing the residence property address.

**3. What if I have not received a Georgia Power bill?**

If you have just established residential service, Georgia Power will provide a Letter of Residency (LOR) to show how long you have had service and the service address. You can get the form online at <https://customerservice.southerncompany.com/Letter/Requests.aspx> or by calling Georgia Power Residential Customer Service at 1-888-660-5890 (open 24 hours a day/7 days a week/365 days a year). Upon receipt of the official Georgia Power monthly billing statement, the parent/guardian is required to provide the bill to the enrolling school.

**4. What if I have an outstanding Georgia Power bill?**

You can provide a current statement showing the outstanding balance and the residential address.

**5. What if the owner of the property is deceased?**

You will need to provide:

- Death certificate or obituary with the name of the property owner or probate court records;
- Property tax statement or deed with the name of the property owner;
- Georgia Power bill for the property (current 30 days); and
- Three supporting documents in the name of parent /guardian residing at address.

**6. What if my name is NOT on the lease?**

If the lease requires that the names of the occupants are listed in the lease, your name and the name of your children residing at the address must be listed in order for the lease to be considered valid and acceptable.

**7. What if my lease is expired?**

You will need to provide a lease that shows current dates of residence.

**8. What if my lease expires during the school year?**

You will need to provide the school with a copy of your new lease within 10 business days of signing it.

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**9. What if my lease is month to month or my original lease term is expired and I am now renting/leasing month to month?**

In addition to the current Georgia Power bill and supporting documents, you will need to provide the lease and a statement from your landlord, rental office or rental company verifying your lease is month to month.

**10. What if the utilities are included in my rent?**

Your lease will need to clearly state that the utilities are included in your rent. If your lease does not indicate that your electric service is paid as part of your rent, you are required to provide a current Georgia Power bill for your residential address.

**11. What if the “bill to” address does not match the “service address” on the Georgia Power bill?**

The bill to address and the service address on the Georgia Power bill must be the same. If the two addresses do not match, that document is considered insufficient to establish residency.

**12. May I provide copies of my proof of residency documents?**

Yes, you may provide copies of your proof of residency documents. However, the school district reserves the right to request to see original documents. If a request is made by the school to see original documents, you should provide those documents as soon as possible as not to delay registration or enrollment of your child.

**13. Does the person I live with have to come to the school with me to enroll or register my child?**

No, the person you live with does not have to come to the school. However, the school district reserves the right to request to meet or speak with that person. If a request is made by the school to meet or speak with that person, you should provide contact information as soon as possible as not to delay registration or enrollment of your child.

**14. Does the affidavit have to be notarized?**

Yes, the affidavit must be notarized.

**15. How often do I have to provide my proof of residence?**

You must provide your proof of residency at the following times:

- When you initially enroll your child in APS;
- Annually during the registration period for current students;
- Within 14 days of your moving to a new address; and

You may also be asked to provide your current (and original) proof of residence when the district has a question regarding your current address. Some examples of things that can lead to such a request are:

- Returned mail;
- Suspicious proof of residency documents submitted;
- Student habitually tardy to school or late pick up from school; or
- Report on out of zone tip line.

**16. What happens if I do not provide my proof of residence?**

Parents/guardians are required to provide proof of residency to establish your child is in the correct school attendance zone and/or you are a City of Atlanta resident. If you have a currently enrolled student and do not provide proof of residency, your child may be withdrawn. If you are attempting to enroll a new student and you do not provide proof of residency, your child’s enrollment will be delayed until such time as you provide residency documentation.

**17. If my child has a transfer to another school, do I still have to provide proof of residence?**

Yes, you must provide proof of residence when you enroll your child at the out of zone school and annually as requested. This verifies that although you are not attending your zoned school, you are still a resident of the City of Atlanta.