

# HOW TO PROVE YOUR RESIDENCY FOR CHESAPEAKE PUBLIC SCHOOLS



## Information on Proving Residency if you are:

- 1) **Residing with a Chesapeake Resident**
- 2) **Renting or have Purchased a Home**
- 3) **Living in a Hotel**
- 4) **A Guardian or Foster Parent**

**School Administration Building  
312 Cedar Road  
757-547-0545  
757-547-2035 (Fax)**

### HOURS OF OPERATION

SCHOOL YEAR  
Monday – Friday  
8:00 AM – 4:00 PM

SUMMER  
Monday – Thursday  
7:30 AM – 5:00 PM

\*\*\*REMINDER\*\*\*

**ALL *NEW* STUDENTS MUST PRESENT A BIRTH CERTIFICATE AT THE TIME OF ENROLLMENT**

## RESIDING WITH A CHESAPEAKE RESIDENT

If you do not have a utility bill (gas, water, or electric) in your name but are living with a Chesapeake Resident, you must complete **Section A: Residing with a Chesapeake Resident** of the Special Enrollment Application. To complete Section A, the parent /legal guardian and the homeowner must sign a notarized statement stating where and with whom the parent and student lives.

The homeowner must provide a **current (within last 30 days) water, gas or electric** bill that shows usage reflecting his/her name and the Chesapeake address.

Under Virginia Statute, you **must** notify the DMV within 30 days of your move within the state and 60 days if you are coming from out of state, that you have moved and are required to change your driver's license or identification card to show the new address. This condition is also **required** for the completion of the enrollment of your student(s) in Chesapeake Public Schools.

The Office of Student Enrollment will award **temporary** approval for 30-60 days for the enrollment of your student(s) in Chesapeake Public Schools, until a copy of the driver's license or DMV identification card showing the new Chesapeake address is received.

Your student(s) may continue to attend the current school **for the school year only**. "Residing with a Chesapeake Resident" status **must be renewed annually**.

## HOTEL

If you are living in a hotel, you must complete **Section B: Delayed Occupancy Request** of the Special Enrollment Application and provide your most recent bill. **You will be responsible for providing itemized bills each month for the duration of your stay at the hotel.**

## DELAYED OCCUPANCY REQUEST

*To complete a Delayed Occupancy Request, you must be residing at a Chesapeake address at the time of enrollment.* If you have a lease or closing disclosure (settlement statement) for a Chesapeake address but have not received a utility bill (gas, water, or electric) showing usage, you must complete **Section B: Delayed Occupancy Request** of the Special Enrollment Application.

If you have a lease for a home or apartment, the lease must show the physical address, date of occupancy, and signature page. (If utilities are included, it must be stated in the lease.)

The Office of Student Enrollment will award **temporary** approval for 45 days for the enrollment of your student(s) in Chesapeake Public Schools, until a copy of your current gas, water, or electric bill showing usage at the new Chesapeake residence is received. **We do not accept cable or phone bills.**

A contract or purchase agreement showing the physical address, date of closing and signature page will enable you to enroll at the school zone for your future address if your "**move in" date is before the end of the current semester.** *To enroll based on a contract or purchase agreement you must be residing at a Chesapeake address, even if it is temporary, at the time of enrollment.*

**You must notify the Office of Student Enrollment immediately if your contract/purchase agreement falls through.**

## FOSTER CARE

If you are a enrolling a foster student, you must complete **Section C: Foster Care** of the Special Enrollment Application. To complete Section C, you must provide:

- Agency Removal Order/Custody Order
- Placement Agreement for Agency (if involved) AND Placement Agreement for Foster Parent
- Foster Parent's proof of residency

## INDEPENDENT STUDENTS

If you are **at least 18 years old**, you may enroll yourself as an Independent Student. To qualify as an Independent Student, you must provide the following documentation at the time of enrollment:

- Proof of residency in the City of Chesapeake
  - Current utility bill (gas, water or electric) showing usage within the last 30 days in your name
- OR
- Complete Section A: Residing with a Chesapeake Resident of the Special Enrollment Application
- Virginia driver's license or DMV identification card reflecting your current Chesapeake address
- Proof of employment
  - Pay-stub or employment verification
- OR
- Statement showing financial independence

The Office of Student Enrollment will award **temporary** approval for 30 days for your enrollment in Chesapeake Public Schools, until you provide **TWO** of the following documents reflecting your current Chesapeake address:

- Voter Registration card
- Official piece of mail
  - We do not accept handwritten mail or mail from the school system
- Bank statement
- Motor Vehicle Registration card
- Personal Property Tax bill
- Insurance Statement

*If you are lacking fixed, regular or adequate housing, please complete a Student/Family Residency Questionnaire. Please contact the Office of Student Enrollment for a questionnaire.*

## Requirements for New Student Enrollment

- 1 To enter kindergarten, a child must be 5 years old on or before September 30<sup>th</sup>.
- 2 Documentary proof shall be provided of adequate age appropriate immunization with the prescribed number of doses of vaccine. All students prior to enrollment must meet immunization requirements.
- 3 Submit a completed School Entrance Health Information Form if the student is new to the school system. Specific dates of immunizations must be included. Return this form to the school.  
  
The form is also available from most physicians, the Chesapeake Health Department, or any school office.
- 4 Birth certificate.
- 5 Proof of address (a current gas, water or electric bill from the last 30 days that shows usage).
- 6 **If you do not have a current gas, water or electric bill, contact the Office of Student Enrollment at (757) 547-0545.**
- 7 Custody or court order, if applicable.

The Enrollment Packet for Chesapeake Public Schools is available online at:  
[http://www.cpschools.com/departments/student\\_services/enrollment\\_packet/index.php](http://www.cpschools.com/departments/student_services/enrollment_packet/index.php)

## MILITARY DEPLOYMENT

If you are active duty military and being deployed outside the United States as a member of the Virginia National Guard or Armed Forces AND your student is living with an individual providing care under a Special Power of Attorney, you must complete a Special Enrollment Application. You must also provide:

- A copy of your orders or a letter from the commanding officer stating the dates of your deployment
- Special Power of Attorney (executed under Title 10, United States Code, § 1044b)
- Proof of residency in the City of Chesapeake for the care giver

## CUSTODY

In the State of Virginia, only the natural parent, parent by legal adoption or one who has physical legal custody of a student may enroll that student.

## FAILURE TO PROVIDE REQUESTED DOCUMENTATION

The Office of Student Enrollment will frequently provide **temporary** approval for your student(s) to attend Chesapeake Public School. Failure to provide requested documentation by the due date may result in your student(s) being withdrawn from Chesapeake Public Schools.

## DISCLAIMER:

**§ 22.1-264.1. It is a misdemeanor to make false statements as to school division or attendance zone residency; Any person who knowingly makes a false statement concerning the residency of a child, as determined by §22.1-3, in a particular school division or school attendance zone, for the purposes of (i) avoiding the tuition charges, authorized by §22.1-5 or (ii) enrollment in a school outside the attendance zone in which the student resides, shall be guilty of a Class 4 misdemeanor.**