



## STUDENT REGISTRATION CHECKLIST

### DOCUMENTATION REQUIRED TO REGISTER IN ARLINGTON PUBLIC SCHOOLS (APS):

#### 1. Proof of the child's age and legal name

- Original Birth Certificate-** *If the original birth certificate is not in English, an official translation is required.*

#### 2. Proof of Residency

Parents or court-appointed legal guardians are required to show proof that they live with their child in Arlington County

- **Own or rent property:** If the child resides in a property that their parents or legal guardians own or rent,

**One of the following documents must be provided:**

- Deed-** *Showing that the student's parents/guardians owns and lives in Arlington.*
- Current Lease Agreement-** *In the parents/guardian's name signed by the lessor and lessee or tenant and landlord.*
- Settlement Documentation-** *Documentation from a new home purchase if the deed has not been recorded.*

**Any two** of the following supporting documents that show the parents/guardians name and address must be provided:

- Current federal, state or property tax returns; Current payroll or withholding statement; Vehicle registration; Current utility bills; Valid Virginia driver's license with current address; Documentation of financial assistance from Arlington County.*

- **Parents/legal guardians who live with their child in a shared housing situation (the residence of someone else)**

**All** the following must be provided: Form A, Form B, and proof of residency documents.

- Form A-** Parent/Legal Guardian/Adult Student Residency Affidavit. In addition to Form A:
- Any two** of the following proof of residency documents showing the parent/legal guardian/adult student's name and address must be provided:
  - *Current federal, state or property tax returns*
  - *Current payroll or withholding statement*
  - *Vehicle registration*
  - *Current utility bills*
  - *Valid Virginia driver's license with current address*
  - *Documentation of financial assistance from Arlington County*
- Form B-** Statement of Arlington Resident Affidavit. In addition to Form B:
- One** of the following documents must be provided:
  - *Deed*
  - *Current Lease Agreement*

#### 3. Proof of parent identity and relationship to student

Parents or court-appointed legal guardians are required to present a valid government issued photo identification.

**One** of the following must be provided:

- Any valid Government Issued Photo Identification
- Driver's License
- Passport

### FORMS REQUIRED TO REGISTER IN ARLINGTON PUBLIC SCHOOLS

- Student Registration Form-** Complete this form for all new students registering or re-enrolling for Pk-12<sup>th</sup> grade.
- Pre-Kindergarten Experience-** Complete this form for students registering for Kindergarten.

### MEDICAL DOCUMENTS

Not required to register, but the following must be submitted to the child's school prior to attending:

Immunization Records (*Grades Pre-K - 12*), Tuberculosis Test or Screening done within 12 months prior to starting school (*Grades Pre-K - 12*), physical examination done within 12 months prior to starting school (*Grades Pre-K - 5*).

### EDUCATIONAL DOCUMENTS

Not required to register, but if available please submit school academic records or official transcripts from the previous school attended. If applicable, Individualized Education Program (IEP), 504 Plan, English Learners or Gifted records.

All registration forms are on the APS website at <https://www.apsva.us/registering-your-child/>