



## Residency Forms A and B Instructions and Required Documents Checklist

Arlington Public Schools (APS) requires families living in shared housing to submit two (2) residency affidavit forms each school year, along with required documents to confirm Arlington Home Address.

1. **Form A-** Residency Statement of Parents/Guardians
2. **Form B-** Statement of Arlington Resident

These affidavits are necessary to confirm that families reside with an Arlington homeowner or leaseholder. Only one Form A and one Form B need to be completed per family per year. This applies to all siblings living with the same parent or legal guardian.

### **Required Documents Checklist:**

Parents/legal guardians, or adult students living in shared housing with an Arlington resident must provide the following **five (5) documents**:

- ☐ Form A- Residency Statement of Parents/Guardians
- ☐ Form B- Statement of Arlington Resident
- ☐ Deed or Lease Agreement
- ☐ Two (2) Supporting Document (see list below)

### **Supporting Documents:**

**Two (2) original and different supporting documents showing the parent's/legal guardian's or adult student's name and Arlington address matching the A & B forms Arlington address must be provided from the following list:**

- ☐ Current federal, state, or property tax return
- ☐ Current payroll stub from the most recent pay period
- ☐ Valid vehicle registration
- ☐ Current utility bill from the most recent billing cycle
- ☐ Valid Virginia driver's license or government-issued ID
- ☐ Current Official U.S Federal, State, or local Government issued document
- ☐ Current bank statement
- ☐ Current Homeowner or renter's insurance policy
- ☐ Voter registration card
- ☐ Current Income tax form 1099 or W-2

*Please ensure that any personally identifiable information, such as Social Security numbers or financial details, is redacted from the supporting documents. APS requires these documents solely to verify names and addresses.*

**Tip:** Ensure your supporting documents are current, such as a utility bill from the most recent billing cycle.

### **Instructions:**

#### **Form A- Residency Statement of Parents/Guardians:**

1. The parent, legal guardian, or adult student must complete and sign this form.
2. A licensed notary must notarize the form.

#### **Form B- Statement of Arlington Resident:**

1. The homeowner or leaseholder where the family is living must complete and sign this form.
2. A licensed notary must notarize the form.

#### **Both Forms A and B:**

- Must be notarized and submitted annually between July 1 and the start of the school year.
- Require two supporting documents with the parent's/legal guardian's name and address.
- Are used for school enrollment and annual home address verification.
- Are valid for one school year only.

#### **For questions or assistance contact:**

- Your [School Registrar](#)
- Arlington Public Schools Welcome Center at 703-228-8000 (Option 1) or online at [www.apsva.us/contact-aps/](http://www.apsva.us/contact-aps/)