



PREK-12 STUDENT CHECKLIST TO REGISTER IN ARLINGTON PUBLIC SCHOOLS (APS)

1. COMPLETE REQUIRED REGISTRATION FORM

- STUDENT REGISTRATION FORM**- Complete this form for every new student registering or re-enrolling for Prek-12th grade.
 - Families completing online registration (OLR) do not need to submit the written form.
 - All registration forms are on the APS website at <https://www.apsva.us/registration/>.

2. GATHER NEEDED DOCUMENTATION

- Proof of the child's age and legal name**
 - **ORIGINAL BIRTH CERTIFICATE**- Copies are not accepted. *If the document is not in English, an official translation is required.*
- Proof of parent identity and relationship to student**
 - Parents or court-appointed legal guardians are required to present a valid government issued photo identification.
 - Only the following documents are accepted:
 - Valid Driver's license
 - Valid Passport
 - Any valid Government-issued photo identification
- Primary Proof of Residency**
 - Parents or court-appointed legal guardians are required to show proof that they live with their child in Arlington County.
 - **One (1) of the following proofs 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**- From a new home purchase if the deed has not been recorded.
 - **Shared Housing Forms A and B***- Shared Housing Forms must be completed by the parent or legal guardian of school aged students, or by the adult student, if they are not listed on the lease or deed. The Arlington leaseholder or homeowner must sign the affidavit. **Both forms must be notarized.**
 - *The current lease or deed must also be submitted.**
 - Shared Housing Forms can be found online at: <https://www.apsva.us/registration/required-documents/>.
 - Licensed notaries are available at APS Welcome Center or some school sites at no cost. All eligible party members must be present with current ID.
 - **Shared Housing Forms must be submitted for every school year.**
- Two (2) Supporting Residency Documents**
 - **Two different supporting documents that show the parent's/legal guardian's name and address must be provided:**

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| ● <i>Current utility bill</i> | ● <i>Current vehicle registration</i> | ● <i>Voter registration</i> |
| ● <i>Current bank statement</i> | ● <i>Current federal, state or property tax returns</i> | ● <i>Current homeowner or renter's insurance policy with address</i> |
| ● <i>Current payroll</i> | ● <i>Current income tax form 1099 or withholding W-2.</i> | ● <i>Documentation of financial assistance from Arlington County</i> |
| ● <i>Valid Virginia driver's license or government-issued ID</i> | | |
 - Families new to Arlington who do not have any of the above documents with their Arlington address can submit the two supporting documents up to 30 calendar days after registration.
- Educational Documents**- Not required to register, but if available please submit school academic records or official transcripts from the previous school attended. If applicable, submit Individualized Education Program (IEP), 504 Plan, English Learners or Gifted records. *If the documents are not in English, an official translation is required.*
- 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*). *If the documents are not in English, an official translation is required.*

3. MAKE AN APPOINTMENT AT THE WELCOME CENTER OR WITH YOUR SCHOOL REGISTRAR

- Please contact your school registrar or the APS Welcome Center at 703-228-8000 option 1.
- Have all required documents ready and plan for up to an hour per student.
- School Registrars are listed online at <https://www.apsva.us/registration/school-registrar/>.