



STUDENT REGISTRATION CHECKLIST

Documentation Required to Register a child in Arlington Public Schools:

1. PROOF OF THE CHILD'S AGE AND LEGAL NAME

One of the following original documents must be provided:

- Original Birth Certificate-** *If the original birth certificate is not in English, an official translation is required.*
- Proof of Student Identity and Age Affidavit-** *It requires supporting documents; such as the child's passport. Only accepted if a parent/legal guardian cannot provide an original birth certificate. This affidavit is only good for 30 days.*

Helpful Hint- To request a birth certificate, contact the vital records office in the state where your child was born.

-For children born in Virginia, visit the Virginia Office of Vital Records at <http://www.vdh.virginia.gov/vital-records/>

-To find the vital records office in the state where your child was born visit <https://www.cdc.gov/nchs/w2w/index.htm>.

-For children born in a foreign country, contact the embassy or consulate for that country. If your child's birth certificate is not in English, ask the embassy for help to get an official translation.

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 or Deed of Trust-** *Showing that the student's parent/legal guardian owns and lives in Arlington.*
- Current Lease Agreement-** *In the Parent'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 or legal guardians name and address:

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 WHO LIVE WITH THEIR CHILD IN THE RESIDENCE OF SOMEONE ELSE**

All the following must be provided:

- Form A- Parent/Legal Guardian/Adult Student Residency Affidavit-**

Any two of the following 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-** One of the following must be provided:

A deed or current lease agreement must accompany this affidavit.

Helpful Hint- Forms A and B are on the APS website at <https://www.apsva.us/student-services/residency/>

Note: Forms A and B are valid for the current academic school year. Continued enrollment in APS requires new notarized forms and proof of residency documentation. These forms should be resubmitted annually to the student's school between July 1st and the first day of school. Failure to do so will result in withdrawal of the student.

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

4. 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*)

Helpful Hint: Questions regarding medical requirements can be answered by the nurse at each Arlington Public school or by the School Health Bureau office at 703-228-1651 or 703-228-1653. For detailed school entrance requirements, visit the School Health website at <https://health.arlingtonva.us/public-health/school-health/>