

Excerpt from Regulation 711-3, updated October 2021:

II. Documentation of Residency

A. The person presenting the child for enrollment has the burden of proving bona fide residency in Prince William County, a military installation, or military housing. It is the responsibility of the parent/guardian to immediately notify the school when a student and/or the parent/guardian have a residence change. Physical presence of the parent, court-appointed guardian, legal custodian, or individual listed on the kinship care agreement in the residence of the child is required for enrollment in Prince William County Public Schools (PWCS). Schools shall require, in subsequent school years after initial enrollment,

additional verification of residency for those students who enroll with a Notarized Affidavit of Residency.

One of the following documents must be presented to school staff in order to prove residency:

1. Title, deed or deed of trust, mortgage booklet, mortgage statement for residential property in the parent/legal guardian's name;
2. Settlement documentation from new home purchase if the deed has not been recorded;
3. Current rental or lease agreement in parent/legal guardian's name for residential property or military housing;
4. Notarized Resident Manager's letter with company letterhead stating residence of parent and child.
5. For active-duty military parents – Military orders or official letter from the service member's command indicating the relocation to the Prince William County area may be presented in lieu of documentation 1-4 above; or
6. Notarized Affidavit of Residency (Attachment III and IV) attesting to bona fide residency in Prince William County (The homeowner or leaseholder will not need to be present at the registration appointment).

B. Additionally, two of the following supporting documents that show the parent or legal guardian's name and current Prince William County residence address must be presented to school staff upon registration but no later than 10 school days after registration:

1. Valid Virginia driver's license or identification card with current Prince William County address;
2. Car registration;
3. Car insurance policy statement or card;
4. Utility bill in parent or legal guardian's name (water, gas, cable, landline phone bill) or utility hook-up documentation within the last two months. If all utilities are covered in leasing contract, a notarized letter from the property manager on company letterhead that states this;
5. Personal property tax bill;
6. Bank statement (two consecutive within the past two months with current PWC address);
7. Current payroll stub with current Prince William County address;
8. United States government issued document or another county or agency correspondence (TANIF, HUD, ARSA, IRS, etc.) addressed to the parent/legal guardian or adult student.
9. Voter registration; or
10. Medical bills with current Prince William County address.