



Administrative Guidelines

Department: Academics (OAAP)

Policy:

Topic: Additional Enrollment Procedures

Revised: September 2019

PROCEDURE

The following enrollment procedures are to be used when a child and parent/guardian lives with a friend or relative within the Marietta City Schools district and do not have an established permanent residence and do not meet the criteria for being homeless.

1. The owner/lessee of the property and the parent/guardian must sign a third party affidavit of residency that is completely filled out, signed and notarized AND (a) provide the original or a copy of a lease or rental agreement that shows no sign of having been altered and consisting of written evidence that the agreement is valid and current and a current utility bill (gas, electric, water, home telephone, or cable TV); OR (b) provide the original or a copy of a current residential property tax statement or deed and current utility bill (gas, electric, water, home telephone, or cable TV). The stated place of residence must be within the Marietta City Schools district limits. In the absence of a lease, rental agreement, property tax statement or deed, a current, legible rent receipt that includes the dates of occupancy, the name of the tenant, and showing no signs of alteration, may be accepted. Regardless of the documentation method, the records must include the name and address of the third party.
2. In addition, the parent/guardian signing a third party affidavit must present documentation of residency within 30 days of enrolling the child in school. Documentation shall include any of the documentation listed in paragraph 1 above and any of the following:
 - a. Official mail delivered by the United States Postal Service addressed to the parent/guardian.
 - b. A utility bill (gas, electric, water, home telephone, or cable TV) with current address listed in the name of the parent/guardian. Cell phone bills are not acceptable.

- c. The parent/guardian's Georgia Driver's License with current address.
 - d. Check stubs or W2 employment statements with parent/guardian's current address.
 - e. A Voter's Registration Card with current address.
 - f. An Automobile Tag Receipt with current address.
 - g. Any other government issued document with the parent/guardian's current address.
3. Marietta City School's administration reserves the right to verify proof of residence at any time when there is reasonable concern about the legal residency of a parent/guardian and child. Such verification may be completed by a school social worker, school resource officer, or both.
4. Marietta City School's Administration may not ask about the enrolling adult or child's citizenship or immigration status to establish residency within the district. While a parent's state-issued identification or driver's license may be used as documents to establish residency, they cannot be required to establish residency or for other purposes where such a requirement would unlawfully bar a student whose parents are undocumented from enrolling in school.
5. Questions regarding the proof of residency will be referred to the District Administrator, Operations.
6. When the residency claim of a parent/guardian is not substantiated, the Marietta City School's administration reserves the right to withdraw the parent's/ guardian's student(s) within one school week. The parent/guardian will be provided written notification of the withdrawal.
7. Birth Certificates: A child may be enrolled in school with a certified copy of a birth certificate. Other accepted evidence of birth may include foreign birth certificate, military ID, valid driver's license, passport, adoption record, religious record signed by an authorized religious official, an official school transcript or other alternative documentation as described in SBOE Rule 160-5-1- .28, in the case that no other forms of evidence can be produced.
8. Marietta City School's Administration may not prevent or discourage any child from enrolling in or attending school because he/she lacks a birth certificate or has records that indicate a foreign place of birth, such as a foreign birth certificate.
9. Parents/guardians and children who declare themselves to be homeless or meet the criteria specified in the McKinney-Vento Act shall be enrolled in accordance with policy JBCB.

Parents/guardians and 3rd party affiants shall be notified that pursuant to O.C.G.A. § 16-10-20, any person who knowingly and willfully falsifies, conceals, or covers up by any trick, scheme, or device a material fact; makes a false, fictitious, or fraudulent statement or representation; or makes or uses any false writing or document, knowing the same to contain any false, fictitious, or fraudulent statement or entry, in any matter within the jurisdiction of any department or agency of state government or of the government of any county, city, or other political subdivision of this state shall, upon conviction thereof, be punished by a fine of not more than \$1,000.00 or by imprisonment for not less than one nor more than five years, or both.