



COLONIAL HEIGHTS PUBLIC SCHOOLS
CENTRAL REGISTRATION OFFICE
3451 CONDUIT ROAD,
COLONIAL HEIGHTS, VA 23834

Denise W. Underhill
Central Registration Secretary

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Registering Your Child for School
What to Bring With You:

1. **Proof of Residency** (*see below*)
2. **Original Birth Certificate** (or a *Birth Certificate Affidavit* form, and follow up with original Birth Certificate in 60 days)
3. **Immunization Record**
4. **Physical** (Physicals must be completed within the past 12 months for elementary students before starting school for the first time in the state of VA.)
5. **Photo ID of Parent**
6. **Custody Papers** (*if applicable*)

Proof of Residency

A. **If the parent or guardian owns or rents where they live, they must present:**

1. a valid Deed or current Lease, along with a current utility bill if the Lease is over a year old;
2. a Driver's License or photo ID;
3. and a completed and notarized *Proof of Residency* form.

Note: Additional documentation may be required upon request.

B. **If the parent or guardian is living with another family, Dual Residency forms must be completed and notarized.**

The owner/lease holder must present:

1. a completed and notarized *Owner or Lease Holder Dual Family Residency* form;
a valid Deed or Lease, along with a current utility bill if the Lease is over a year old;
2. a Driver's License or photo ID;
3. and one (1) other *acceptable form of documentation (*see below*)

The parent/guardian must present:

1. a completed and notarized *Parent/Legal Guardian Dual Family Residency* form;
2. a driver's license or photo ID;
3. and two (2) other *acceptable forms of documentation (*see below*) within 30 days.

***Acceptable forms of documentation include:** a vehicle registration, voter registration, tax statement, bank statement, official correspondence with an address from a government agency, water bill, gas bill, or an electric bill with the parent/guardian's name and current address on it.

All Residency forms are available at our schools.