



HOME ADDRESS CONFIRMATION PROCESS

Arlington Public Schools is launching the Home Address Confirmation Process (HACP) to verify the home address of APS students in *fifth* and *eighth* grade, in preparation for the 2023-24 school year. This helps APS to maintain accurate student records and to comply with Virginia law and our admissions policy.

This process is only to confirm that students attending APS currently live in Arlington County, using the same type of documents requested during the initial registration process. Schools will not request documents confirming U.S. citizenship, social security information, or any other citizenship documents; and APS will not disclose or report any information provided to other organizations, leasing companies, government bodies, or housing authorities.

STEP 1: GATHER REQUIRED DOCUMENTS

Homeowners:

- Deed or Deed of Trust
- Closing Settlement Documents

Renters:

- Current Lease Agreement

Alternative Living Situations:

- Form A – Proves Residency
- Form B – Current Lease Agreement

STEP 2: GATHER REQUIRED SUPPORTING DOCUMENTS SHOWING CURRENT ADDRESS

Any 2 of the following:

- Federal, state, or property tax return
- Vehicle registration
- Valid VA driver's license
- Current payroll or withholding statement
- Current utility bill
- Financial assistance documents from Arlington County

STEP 3: SUBMIT DOCUMENTS

Families can submit their documents one of two ways:

- **Option 1:** Upload online through the secure upload website at www.apsva.us/HACP
- **Option 2:** In-person at a school or the APS Welcome Center

The deadline to submit your documents is March 15, 2023.

We will work with families to address any complexities and resolve issues. If we are unable to confirm your home address by **May 15, 2023**, we will withdraw your student (and all siblings) for the 2023-24 school year, and provide resources to help you enroll in the school system where you currently live.

Once all documents are submitted to your school, APS will follow up with you within 10 business days to confirm your documents were received and if additional information is needed to confirm your home address. You can also confirm when your information has been updated by checking ParentVUE.

For additional information or questions, please contact your child's school or the APS Welcome Center at 703-228-8000 (option 2) or registration@apsva.us.

