



February 6, 2023

Dear APS Families,

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

In the past, we have conducted home address checks as necessary, but this process ensures address checks occur consistently for all students at major school transition points.

We are now requiring current fifth and eighth grade families to resubmit or update the home address documents they initially provided during registration. **The deadline to submit these documents is March 15, 2023.**

This new process allows APS to do the following:

- Ensure we have accurate records for each student on file;
- Identify students with complex living circumstances so that our staff can provide extra resources and assistance, as needed;
- Occurs at a time when students are preparing to transition to a new school for the upcoming school year;
- Provides a fair and consistent process to ensure students reside within Arlington; and
- Ensures we are managing and allocating our resources as efficiently as possible to best serve our students in accordance with Virginia Code: § 22.1-3 and APS School Board Policy J-5.3.30 Admissions.

Once all documents are submitted to your school, we 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 in ParentVUE.

If documents are not received by March 15, 2023, or if there are complexities for which support is needed, we will assist those families and help 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.

Students will not be withdrawn for the current school year – this only affects the 2023-24 school year. Families of students who were withdrawn, but later establish residency in Arlington, may re-enroll in APS.

Please reference the back of this letter for information on the required documents and how to submit them. If you need additional assistance, please contact your student's school or visit the HACP website at www.apsva.us/HACP.

Thank you for your support and cooperation!

Sincerely,

Darrell Sampson

Darrell Sampson, Ed.D., MA, LPC, NCC
Executive Director, Office of Student Services



Home Address Confirmation Documents

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

Owning a Home

- Deed or Deed of Trust
- Settlement documents (for a new home purchase if the deed is not yet recorded)
- Information on requesting a deed is available on the Arlington County's Land Records Division website.

Leasing a Home

- Current Lease Agreement from building owner (must be signed by both tenant & landlord)

Alternative Living Situations – Residential Affidavit

- **Form A** – Proves Arlington residency (filled out by the parent/guardian, who is an Arlington resident)
- **Form B** – A current lease agreement (filled out by the person on the official lease)

Supporting Documents – Required to Submit Two of the Following to Confirm Current Address

- Federal, state, or property tax return; vehicle registration; valid VA driver's license with current address; current payroll or withholding statement; current utility bill; or financial assistance documents from Arlington County

Additional information is available on the Home Address Confirmation webpage at www.apsva.us/HACP.

Submitting Documents

Families can submit their documents one of two ways:

- **Online Submission:** Families should only use the secure upload website for privacy and information security reasons and should never send documents through email. Families will receive an email from the school's registrar once their documents have been received and recorded in the system. Documents should be submitted by using the secure upload website at www.apsva.us/HACP.
- **In-Person:** Families may submit their documents in person at their student's school or the APS Welcome Center located at the Syphax Education Center (2110 Washington Blvd.)

Complex Living Situations

One example of a complex living situation is unhoused families or families experiencing homelessness. This is based on the permanence and adequacy of their living situation, which includes living in a hotel, moving from residence to residence, or living with relatives and friends. Families designated as unhoused are entitled to protections under the federal McKinney-Vento Homeless Assistance Act.

There are additional living situations that may be considered complex and need to be reviewed by staff. We encourage families to contact your student's school or the APS Welcome Center for assistance and additional information.

Contact Information

For additional information or questions, please contact your student's school or visit the Home Address Confirmation webpage at www.apsva.us/HACP. Families are also able to contact the APS Welcome Center for assistance at 703-228-8000 (Select Option 2) or registration@apsva.us.