

1. **Photo ID of parent registering child**
2. **Photo of child**
3. **Birth Certificate** (or a Certified Birth Certificate) or Passport for the child
  - a. Proof of Guardianship/Foster Care if applicable
4. **Income Verification**
  - a. Please supply the following recent documents
    - i. 2019 Income Tax Form 1040 or
    - ii. 2019 W-2 or
    - iii. 2 recent consecutive pay stubs or
    - iv. Supplemental Security Income (SSI) and/or
    - v. Temporary Assistance for Needy Families (TANF) or
    - vi. Notarized Income Verification or
    - vii. Unemployment Compensation or
    - viii. Foster Care Reimbursement
5. **Residency Verification**

Registering adult must provide the following three (3) documents: All documents must be the original copy (current within the past 60 days) & clearly notes the parent/legal guardian name and Alexandria City address.
6. Category A – one (1) document:
  - a. Lease Agreement
  - b. Deed (with copy of property tax)
  - c. Mortgage contract
7. Category B – two (2) supporting documents:
  - a. Utility bill (water, gas, electric, cable, and/or landline phone)
  - b. Current personal Alexandria City property tax bill/receipt
  - c. Mailed letter from a government agency (TANF, HUD, ARHA, IRS, etc.)
  - d. Current pay stub (noting Alexandria address \* Virginia tax withholding)
  - e. 2 consecutive bank statements (mailed)
  - f. Latest federal/state income tax return noting the City of Alexandria address
8. Category C:
  - a. Lack of housing
  - b. DSS/Foster Care Services

**Shared Housing Residents:** If the parent/guardian is living in a shared housing, a notarized Residency Verification A/B form will be required with a copy of the homeowner's mortgage, deed or a copy of the lease with whom the student and parent are living. Additionally, you will be required to provide two supporting documents (in the parent's legal guardian's name) as listed above.