



Address Updates

Parent/guardian:

Fill out the attached three forms and -
Provide the following:

1. Parent's/legal guardian's DMV ID
2. Verification of address – one of the following:
 - a. Rental agreement (real estate lease – ALL pages)
 - i. If the lease is with a private owner, it **MUST be notarized**
 1. See “**PRIVATE OWNER NOTE**” below
 - b. Current mortgage bill
 - c. Utility bill with enrolling parent's/guardian's name on it
 - i. **ONLY** acceptable utility bills are: DOMINION POWER BILL, GAS BILL, or WATER BILL
 - ii. **MUST BE DUE WITHIN THE LAST or NEXT 30-DAYS**
 - d. *****DMV ID cards and/or driver's license is NOT an acceptable form of address verification***

PRIVATE OWNER NOTE:

Handwritten leases may be offered as a last resort if the parent(s)/legal guardian(s) pays rent and does not rent from a company. The handwritten lease **must** be signed by both parties, **notarized**, and **must include** the **address of the property, date of occupancy, amount of rent paid, AND renter's name (parent/guardian)**. Supporting documentation **must include** the DMV ID of both the parent/guardian AND the private owner, and the original lease and/or current mortgage statement of the primary resident.

Please be advised that the Code of Virginia, Title 22.1-264.1, states that making false statements of residency for the purposes of enrollment in a school outside of the attendance zone is punishable by law.

Office Staff Only:

1. Do NOT accept incomplete packets
2. NO updates will be made without ALL required information
3. Place completed packet in “Address Updates” box
4. **DO NOT GIVE PACKETS TO ACADEMY SECRETARIES**

Date packet accepted: _____
Staff print: _____
Staff sign: _____

Date Synergy updated: _____
Date given to Academy to file: _____
Staff Print: Michelle Newcomb
Staff sign: _____

Student Registration Form

Legal Name of Student

Last

First

Middle

Suffix

Student's Gender ☐ Male ☐ Female

The student ☐ IS/ ☐ IS NOT of Hispanic/Latino origin.

Date of Birth

Month / Day / Year

Check all that apply

American Indian / Alaskan Native

Student's Birthplace

City/County State

Asian

Birth Country

Black /African American

Birth Verification

Native Hawaiian / Pacific Islander

Birth Verification #

White

Most Recent Educational Environment Information

Last School Attended

Withdrawal Date / /
Month Day Year

School Address

Street Number Street Name City State/Country

School Type (Choose one)

☐ Public (including SECEP)

☐ Private, non-religious

☐ Private, religious

☐ CHKD

☐ Charter

☐ Norfolk Detention Center

☐ Outside US (US dependent school)

☐ Outside US (not US dependent school)

☐ Home Schooled

Grade Level when last withdrawn

Was student retained last year? ☐ Yes ☐ No

To be completed by families in transition without permanent residence (McKinney-Vento Homeless Assistance Improvements Act)

☐ In a motel/hotel

☐ In a shelter

☐ Doubled up (economic hardship)

☐ Unaccompanied youth (abandoned or runaway)

☐ Unsheltered (cars, parks, etc.)

☐ Other

Special Needs

Does the student have a primary language other than English?

☐ Yes ☐ No

(If yes, complete LEP enrollment)

Does the student have special needs or require special considerations?

☐ Yes ☐ No

Does the student have a current §504 Plan?

☐ Yes ☐ No

Special Considerations

Does the student have a current IEP?

☐ Yes ☐ No

Student

Address

Street

Apt//Lot

City/County

State

Zip

Area Code

Home Phone

Area Code

Mobile Phone

Area Code

Work Phone

Parent / Guardian Signature

(The information provided in this registration package is accurate to the best of my knowledge)

Date

Student Registration Form

Legal Name of Student

Last First Middle Suffix

Natural Mother
(if known)

Last First Middle Suffix

Address

Street Apt/Lot

City/County State Zip

Area Code Home Phone Area Code Mobile Phone

Area Code Work Phone email address

Check **all** that apply

☐ Contact Allowed ☐ Educational Rights ☐ Has Custody ☐ Lives With
☐ Mailings Allowed ☐ Enrolling Parent ☐ Release To ☐ Deceased

Natural Father
(if known)

Last First Middle Suffix

Address

Street Apt/Lot

City State Zip

Area Code Home Phone Area Code Mobile Phone

Area Code Work Phone email address

Check **all** that apply

☐ Contact Allowed ☐ Educational Rights ☐ Has Custody ☐ Lives With
☐ Mailings Allowed ☐ Enrolling Parent ☐ Release To ☐ Deceased

Office Use Only

Enrollment School Registration Date / /

Responsible School Grade Level

Serving School (Complete only if different than enrollment school) Homeroom

Concurrent School (Complete only if different than enrollment school) Serving District

Entry Requirements Phys Imm BC Address Verification Met / / NOT MET / /

Student ID Enrollment Code Enrollment Date / /

Out of District ☐ DSSS ☐ Spec Ed ☐ Homeless ☐ Non-NPS SECEP Student enrolled in NPS school

☐ Admin ☐ Alternative Ed ☐ School-based Program (IB, EVMS, GM, YS, ...)

Transportation ☐ Regular ☐ Public ☐ Mini-Bus ☐ Lift Bus ☐ Private Carrier ☐ None

Bus #

AUP Status: ☐ Yes ☐ No Staff Initials

Special Education Use Only

Disability IEP Received: ☐ Yes ☐ No Spec Ed Verified

Placed for Services ☐ Yes ☐ No

Student Registration Form

EMERGENCY CONTACT PAGE

Legal Name of Student

Last

First

Middle

Suffix

Emergency Contact

Last

First

Middle

Suffix

Street

Apt./Lot

City

State

Zip

Relationship to Student

Area Code

Home Phone

Area Code

Mobile Phone

Area Code

Work Phone

☐ Check here if the student can be released to this contact. If NOT checked, this person CANNOT pick up the student.

Emergency Contact

Last

First

Middle

Suffix

Street

Apt./Lot

City

State

Zip

Relationship to Student

Area Code

Home Phone

Area Code

Mobile Phone

Area Code

Work Phone

☐ Check here if the student can be released to this contact. If NOT checked, this person CANNOT pick up the student.

Emergency Contact

Last

First

Middle

Suffix

Street

Apt./Lot

City

State

Zip

Relationship to Student

Area Code

Home Phone

Area Code

Mobile Phone

Area Code

Work Phone

☐ Check here if the student can be released to this contact. If NOT checked, this person CANNOT pick up the student.

Office Verification (OFFICE USE ONLY)

Please assist the legal guardian with completing these forms so that the most accurate information can be captured. Make sure the person completing the forms understands the importance of checking the release box on the EMERGENCY CONTACT page. A court order or proof of custody cannot be required of a natural parent for enrollment of a student who is living with him/her. PLEASE do not send a legal guardian to the Central Administration Building (CAB) for verification of legal custody, if it can be taken care of within the school building. (Please contact the Department of Student Support Services at (757)628-3931 for immediate assistance.)

Registration Accepted By: _____

Date: ____/____/____