



**Loudoun County Public Schools**

**Housing Determination Form**

Loudoun County Public Schools uses this form to determine enrollment eligibility for families that do not have a current mortgage or active lease in their name. Please complete form by providing the following information requested below.

**PART A: STUDENT INFORMATION**

Parent(s)/Guardian/Other \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

If you are the legal guardian, do you have court issued paperwork you can provide? \_\_\_\_\_ Yes \_\_\_\_\_ No

Student(s) Information: Please list all school age children and their current address.

Name _____	Date of Birth _____	Grade _____
Address _____	School Enrolled _____	
Name _____	Date of Birth _____	Grade _____
Address _____	School Enrolled _____	
Name _____	Date of Birth _____	Grade _____
Address _____	School Enrolled _____	

**PART B: CURRENT LIVING SITUATION (CONFIDENTIAL INFORMATION)**

Please check any box that applies to your current living situation.

- In an emergency shelter, domestic abuse or transitional shelter. Shelter name \_\_\_\_\_
- My family is temporarily living with more than one family in a house, mobile home or apartment because our family does not have a place of our own and we are facing an economic hardship, domestic abuse, foreclosure, eviction, or flood/fire/natural disaster.
- My family is staying in our car, outside, or in a public space.
- My family lives in a hotel or motel due to lack of alternative affordable accommodations. Hotel Name \_\_\_\_\_
- I am a youth who is not in the physical custody of a parent or legal guardian.
- The student enrolling identifies as McKinney-Vento eligible in LCPS or another school district during this school year.
- I am a student, 18 years old or older, residing on my own.

- If you marked **YES** to any of the above housing situation in **PART B**, please complete section **PART C** of this form.
- If your family is sharing housing for any reason other than those listed in **PART B** please **STOP** here and complete **PART D**.

**PART C: EXPLANATION OF FAMILY CIRCUMSTANCES (CONFIDENTIAL INFORMATION)**

Please describe the circumstances surrounding the student(s) change in residence. \_\_\_\_\_

\_\_\_\_\_

Is the mother residing at the same address as the students? \_\_\_\_\_ Yes \_\_\_\_\_ No If no, explain \_\_\_\_\_

\_\_\_\_\_

Is the father residing at the same address as the students? \_\_\_\_\_ Yes \_\_\_\_\_ No If no, explain \_\_\_\_\_

\_\_\_\_\_

Is the mother or father unable to keep the children with her/him? \_\_\_\_\_ Yes \_\_\_\_\_ No If no explain \_\_\_\_\_

\_\_\_\_\_

To the best of my knowledge, the information provided is accurate.

**Parent /Guardian/Other Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**PART D: SHARED HOUSING INFORMATION AND NOTARIZATION**

This form is to be completed by the parent/guardian when residing in a shared-housing situation that does not meet McKinney Vento eligibility. The parent/guardian must obtain the signature of the person who owns or rents the residence. The owner/tenant must provide proof of residency by submitting a lease, deed, settlement papers, mortgage statement, or deed of trust. Additional information may be required as necessary.

It is understood that the above named student(s) will be permitted to attend Loudoun County Public Schools as long as the above stated address is the bona fide legal residence of the student(s) and parent(s)/legal guardian(s) and that proof of residence has been provided. If a change in the bona fide legal address occurs, it is the responsibility of the parent(s)/legal guardian(s) to notify the school(s) immediately.

It is understood that the information provided by the undersigned is accurate. Any attempt to falsify information shall result in withdrawal of the student(s), and the appropriate tuition charge shall be assessed for each student(s) found not to be residents in Loudoun County. Under §22.1-264.1 of the Code of Virginia, any person who knowingly makes a false statement concerning the residency of a child for the purposes of avoiding tuition, shall be guilty of a Class 4 misdemeanor. The tuition for the school year ranges from \$8,000 to more than \$10,000.

As the homeowner(s) or tenant(s) of the house or apartment at the address listed above, I acknowledge that the above-named individual and their school-aged child(ren) are residing with me/us in good faith and not solely for the purpose of attending Loudoun County Public Schools and avoiding non-resident tuition. I agree to provide a lease, deed, settlement papers, mortgage statement, or deed of trust. Additional information may be required as necessary.

The undersigned do hereby attest to the accuracy of these statements:

\_\_\_\_\_

**Signature, Home Owner(s)/Tenant(s) Print Name Telephone**

\_\_\_\_\_

**Parent(s)/Legal Guardian(s) Signature Print Name Telephone**

I hereby certify that on this \_\_\_\_\_ day of \_\_\_\_\_, the above subscribers personally appeared before me and made oath in due form of the law that the foregoing facts are true to the best of their knowledge, information, belief, under penalty or perjury.

My Commission Expires \_\_\_\_/\_\_\_\_/\_\_\_\_ Notary Public \_\_\_\_\_

**Additional Notes**

**FOR SCHOOL STAFF ONLY**

**PART E (REQUIRED): SCHOOL HISTORY**

If the student is determined to be a McKinney-Vento student, please complete the following information:

Enrolling School \_\_\_\_\_ Student ID \_\_\_\_\_

School McKinney Contact/s to notify of eligibility \_\_\_\_\_

Does the student need out of zone transportation Yes\_\_\_\_ No\_\_\_\_ If yes, school needs to request out of zone transportation.

How many schools has this student previously attended this school year? Number \_\_\_\_\_

How many districts has this student previously attended this school year? Number \_\_\_\_\_

Does the family have other siblings attending other schools in LCPS? Yes\_\_\_\_ No\_\_\_\_

Did you provide the family/student with the McKinney-Vento brochure and resource list while enrolling? Yes\_\_\_\_ No\_\_\_\_