

Welcome to Haynes Bridge Middle School!

Residency Requirements

All rising 6th and 7th graders (new or coming from a feeder school) and **any new enrollees to Fulton County Schools MUST** provide **TWO** documents for residency verification. If you have a **returning** student in the 8th grade, you will need to submit proof of residency if there has been any address change.

An email address has been created strictly for submitting proofs of residence starting **NOW**. Please make sure you attach your documents.

- You may email attach your **TWO acceptable** documents to HBSresidencedocs@fultonschools.org starting **JULY 15th**
- Please make sure that in the **SUBJECT** line, you list the **student's complete name, parent's complete name and grade**
- If you are moving into a new home, you may provide an email from the Utility company stating the following: your name, date service is to start and the current address
- If you prefer, you may bring a hardcopy of your documents to Information Day in August

REVISED BOARD POLICY JBC April 21, 2022: Proof of Residency and Additional Residency Verification

- **Proof Required:** Persons enrolling a student shall submit two proofs of residency from the school systems' approved list of verifiable residency documents: one from the approved utility list and one from the approved residency list, upon initial enrollment in Fulton County Schools and when there is any address change. Schools will retain a copy of documents in student's permanent record folder. Schools will follow the records retention guidance found in the following policies: outlined in EHB Records Administration.
- **Additional Residency Verification** Entry to Elementary, Middle, and High School: **All students entering Kindergarten, 6th grade, and 9th grade in Fulton County Schools** will be required to submit proof of residency as outlined above prior to the start of the aforementioned grades. **Mid-Point of Enrollment: All students entering 2nd grade, 7th grade, and 10th grade** will be required to submit proof of residency as outlined above prior to the start of their enrollment in the grades.
- **If the provision of proof of residency, age, or any other requirements is delayed**, the student will be provisionally enrolled for a period of 30 calendar days. The 30-calendar day period starts on the 1st day of enrollment. **At the end of this 30-calendar day period, if the two required proofs of residency have not been provided, the student will be withdrawn.** By the 20th day, if no proof of residency has been provided, a withdrawal letter will be sent to the enrolling person notifying them of the imminent withdrawal of the student if no documentation is provided.

One current Water or Electric bill AND one Residence document from the list below. Both documents must contain parent or guardian's name and current address.

Copy of home mortgage Bill	Current bank statement
Valid Drivers license/ State ID	Current Paycheck
Copy of home sale contract	Current HOA Bill
Section Eight/HUD Housing Document	Current Apartment/House Lease
Homeowner's/Renter's insurance registration card	

IMPORTANT NOTE: When you email your residency, you WILL NOT receive a confirmation. IF more is required from you, we will contact you as needed.