

**LIBERTY HIGH SCHOOL  
GUIDANCE/COUNSELING DEPARTMENT  
6300 INDEPENDENCE AVENUE  
BEALETON, VA 22712  
(540)422-7367 FAX (540)422-7388 or 7389**

**NEW STUDENT REGISTRATION INFORMATION SHEET**

**Documents needed to enroll your new student:**

- 1. Proof of Residency- Please note that a driver's license is NOT acceptable. (see list of acceptable residency)**
- 2. An Unofficial copy of your child's most recent transcript showing all grades and credits earned at their previous school. If you are enrolling during the school year, we must also have a copy of your withdrawal form showing all grades to date from the previous school.**
- 3. Certified Birth Certificate-we must be shown the original birth certificate with the number and state issued. According to the regulations of the Commonwealth of Virginia, this information MUST be recorded in the student's record.**
- 4. Health & Immunization Record: Virginia State Law 22.1-271.2 requires that a child must present documentary proof of immunizations before he/she can attend any public, private or parochial school. The form must include dates (month, day, and year) of administration of all vaccines that are required and be signed by a doctor or RN. Vaccinations may be obtained at your physician's office, military clinics, or your local health department. (Physical Forms available upon request).**
- 5. Students MUST be residing in Fauquier County in the Liberty High School Zone with a custodial Parent or Court Appointed Guardian: For more information about becoming a court appointed guardian call Fauquier County Juvenile Probation at (540)422-8040. Appropriate documentation at the time of registration is required.**

**EVER ATTENDED ANY FAUQUIER COUNTY PUBLIC SCHOOL BEFORE? If so, please let the secretary know so your former records can be requested and sent to Liberty High School. Many of the above items may already be in your records if you ever attended our school system before.**

**Once all items (1 thru 5) are collected, you will be given an appointment to see your child's counselor to set up classes.**

**If you would like to view our Program of Studies, proceed to the Fauquier County Website-fcps1.org, select student tab and scroll down to Program of Studies. This will give you a head start to selecting your courses with your counselor when all your paperwork has been completed.**

**Thank you and welcome to Liberty High School!**



## Fauquier County Public Schools

### Acceptable Proofs of Residency for Parents/Legal Guardians

Two forms of Proof of Residency are required at the time of enrollment and at any time there is a change in residence. One form is required immediately and the second must be provided with 30 days of enrollment if not available at the time of enrollment. The Superintendent has the authority to request verification of residency at any time if there is a question regarding the validity of a family's bona fide legal residence.

√	<u>PRIMARY</u> (Prefer at least one primary proof of residency from list below) Please check next to proof of residency provided.
	Housing (sales) contract
	Rental/lease agreement
	Deed
	Mortgage statement/bill <i>showing property address</i>
	Utility bill for <i>service at residence</i> (gas, electric, sewer, water, cable, landline phone, security system – cell phone bill NOT acceptable)
	Real estate or personal property tax bill

√	<u>SECONDARY</u> (If only two secondary proofs of residency are provided, please contact Student Services.) Please check next to proof of residency provided.
	Voter's Registration (Current – with residence address)
	United States Postal Service change of address confirmation form
	Postmarked U.S. mail with forwarding address label showing resident's name and new address
	Payroll check stub (current-showing residence address)
	W-2 or 1099 (current-showing residence address)
	Homeowner's or renter's insurance bill (not policy) showing resident's name and residence address
	Tax returns (redacted) showing evidence of receipt by IRS
	Social security documents (Annual statement, Medicaid, food stamps)
	Probation/court documents showing resident's name and residence address

### Requirements for Parents/Legal Guardians Unable to Provide Proof of Residency

In those instances where an enrolling parent/legal guardian is unable to provide adequate residency documents because they are living with another person/family in Fauquier County (and do not qualify for assistance under the McKinney-Vento Act), the enrolling parent/guardian must provide a notarized letter written by the person with whom they live that contains the following information:

Date	Name of Enrolling Parent/Guardian
Name of Resident	Name of Student Being Enrolled
Address of Resident	Statement Explaining Basis of Residency
Resident's Phone Number	Parent's Phone Number

Along with the letter from the resident explaining the residency circumstances, the **resident** (the person signing the letter) must provide two forms of documentation from the above lists of primary and secondary proofs of residency.

The **enrolling parent** must provide at least one secondary form of proof of residency (something that indicates they live at the stated address.)

**Note:** A driver's license is *not* an acceptable proof of residency (it is proof of identity, if current.)

If the enrolling parent/guardian is unable to provide two forms of proof of residency by the 30 day deadline or if you have questions or concerns, please contact Student Services at 422-7100 for assistance.

**Fauquier County Public Schools**  
**Home Language Registration Form**

*The information on this form must be collected on all students who register with Fauquier County Public Schools. All information must be collected from parents and guardians in their native language if they are unable to read or speak in English. This form meets requirements of the Equal Educational Opportunity Act 20 USC 1703 for identification of national origin minority children.*

STUDENT: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_  
                    Last                                      First                                      Middle

Parent(s) or Guardian(s):

Please answer the questions below accurately and completely. This information is necessary to provide the most appropriate placement and instruction for your child. Thank you for your cooperation.

1. What is the language this student first acquired? \_\_\_\_\_
  
2. What is the language most often spoken by this student? \_\_\_\_\_
  
3. What is the primary language used in the home,  
regardless of the language spoken by the student? \_\_\_\_\_

*The law requires that all language minority children be screened to determine English language proficiency for academic success in school. Screening takes approximately one hour, and you will be notified of the results.*

In which language do you prefer to receive written communication from the school? \_\_\_\_\_

In which language do you prefer to receive oral communication from the school? \_\_\_\_\_

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Parent/Guardian

\_\_\_\_\_  
Telephone Number

**OFFICIAL USE ONLY: TO BE COMPLETED BY SCHOOL OFFICE STAFF (Please Print)**

School: \_\_\_\_\_ Grade: \_\_\_\_\_ Registrar's Signature: \_\_\_\_\_

Registrar: If a language other than English is indicated, a copy of the Home Language Registration Form must be given to your ESL teacher immediately, and a copy sent to the Welcome Center. Please refer to the instructions provided to determine if the registration should be completed at the Welcome Center. If no other language is indicated, all copies can be filed in the student's cumulative file.

**DO NOT PURGE THIS DOCUMENT.**

Form: PF2E

Distribution: (1) Original— Cumulative File (2) Copy – ESL Teacher (3) Copy – Welcome Center – (Revised 8/1/17)



**FAUQUIER COUNTY PUBLIC SCHOOLS  
CRIMINAL CONVICTION, JUVENILE DELINQUENCY ADJUDICATION,  
AND HISTORY OF EXPULSION  
AFFIRMATION**

Section 22.1-3.2 of the Code of Virginia requires that parents/guardians provide upon registration of students in public schools:

1. "A sworn statement or affirmation indicating whether the student has been expelled from school attendance at a private school or in a public school division of the Commonwealth or in another state for an offense in violation of school board policies relating to weapons, alcohol or drugs, or for the willful infliction of injury to another person[et seq].
2. A sworn statement or affirmation indicating whether the student has been found guilty of or adjudicated delinquent for any offense listed in subsection G of § 16.1-260 or any substantially similar offense under the laws of any state, the District of Columbia, or the United States or its territories[et seq].

**C. ANY PERSON MAKING A MATERIALLY FALSE STATEMENT OR AFFIRMATION SHALL BE GUILTY UPON CONVICTION OF A CLASS 3 MISDEMEANOR."**

These offenses include but may not be limited to:

• A firearm offense	• Arson and related crimes
• Homicide	• Burglary and related offenses
• Felonious assault and bodily wounding	• Robbery
• Criminal sexual assault	• Prohibited street gang participation
• Manufacture, sale, gift, distribution or possession of Schedule I or II controlled substances	• Recruitment of other juveniles for criminal street gang activity
• Manufacture, sale or distribution of marijuana	• Prohibited street gang activity

Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

**Parent/Legal Guardian Affirmation:**

- I affirm that the above student has not been expelled from school attendance at a private school or in a public school division of the Commonwealth or in another state or the District of Columbia for an offense listed above or any substantially similar offense.
- I affirm that the above student has not been placed on long-term suspension from school attendance at a private school or in a public school division of the Commonwealth or in another state or the District of Columbia, or the United States or its territories.
- I affirm that the above student has not been placed in an alternative education setting for disciplinary reasons at a private school or in a public school division of the Commonwealth or in another state or the District of Columbia, or the United States or its territories.
- I affirm that the above student has not been found guilty of or adjudicated delinquent for an offense listed above or any substantially similar offense under the laws of any state, the District of Columbia, or the United States or its territories.
- I affirm that the above student has been expelled from school attendance at a private school or in a public school division of the Commonwealth or in another state or the District of Columbia for an offense listed above or any substantially similar offense.

Name and Location of Expelling School/Division: \_\_\_\_\_

Date of Expulsion: \_\_\_\_\_ Reason for Expulsion: \_\_\_\_\_



**FAUQUIER COUNTY PUBLIC SCHOOLS  
CRIMINAL CONVICTION, JUVENILE DELINQUENCY ADJUDICATION,  
AND HISTORY OF EXPULSION  
AFFIRMATION**

I affirm that the above student has been placed on long-term suspension from school attendance at a private school or in a public school division of the Commonwealth or in another state or the District of Columbia, or the United States or its territories.

\_\_\_\_\_  
Type of Offense                      Date of Offense                      Jurisdiction Where Offense Occurred

I affirm that the above student has been placed in an alternative education setting for disciplinary reasons at a private school or in a public school division of the Commonwealth or in another state or the District of Columbia, or the United States or its territories.

\_\_\_\_\_  
Type of Offense                      Date of Offense                      Jurisdiction Where Offense Occurred

\_\_\_\_\_  
Name and Address of Alternative Education Placement

I affirm that the above student has been found guilty of or adjudicated delinquent for an offense listed above or any substantially similar offense under the laws of any state, the District of Columbia, or the United States or its territories.

\_\_\_\_\_  
Type of Offense                      Date of Offense                      Jurisdiction Where Offense Occurred

I affirm that the above student has been placed on long- term suspension

(PARENT SIGNATURE AND NOTARY STATEMENT ON REVERSE - PAGE 2)

PARENT/GUARDIAN SIGNATURE	DATE	PRINTED PARENT/GUARDIAN NAME
_____	_____	_____

NOTARIAL STATEMENT:

I HEREBY CERTIFY THAT ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, \_\_\_\_\_, IN FAUQUIER COUNTY, VIRGINIA, \_\_\_\_\_ (DAY) \_\_\_\_\_ (MONTH) \_\_\_\_\_ (YEAR) \_\_\_\_\_ AND \_\_\_\_\_, PARENT(S)/LEGAL CUSTODIAN(S) OF THE ABOVE NAMED STUDENT, PERSONALLY APPEARED BEFORE ME AND ACKNOWLEDGED THAT THE FOREGOING FACTS ARE TRUE AND CORRECT TO THE BEST OF HIS/HER KNOWLEDGE, INFORMATION AND BELIEF.

NOTARY PUBLIC: \_\_\_\_\_ NOTARY REGISTRATION NUMBER: \_\_\_\_\_

MY COMMISSION EXPIRES: \_\_\_\_\_