

# Residency Guidelines

## Highlights of the Policies and Regulations

"Residence" is defined as a domicile of an individual, meaning that the individual lives there with the intent to make it a fixed, permanent home and primary residence. A person may not buy or rent a domicile in his or her name for the purpose of establishing residency in a district or zone, but have it remain empty or sublease it while reporting and maintaining that it is his or her current, primary residence. In order to be considered a primary residence, a person must reside, sleep, and perform daily living functions there. Utility bills and the like must be addressed to the individual at the primary residence address.

Henrico County Public Schools' policy states that a child must attend school in the zone/district where he/she resides with a parent or legal guardian.

- Burden of proof for documenting residency rests with the parent/legal guardian.
- Parent/legal guardian must verify their residency when their child:
  - enters kindergarten,
  - initially enrolls in Henrico County Public Schools (HCPS),
  - moves at anytime, or
  - when there is reasonable suspicion that the student is not living at reported address.
- Copies of each residency document will be maintained in the student's file. Personal information will be redacted (blocked out).
- Parent/legal guardian must report an address change and provide residency documentation within ten business days of their move.
- Failure to report an address change or provide residency documentation in the required timeframe will result in:
  - denied transportation services until the address is reported and documented at each HCPS, and
  - the student may be withdrawn and transferred from HCPS to the correct zone/district school within five business days of written notification to the parent or legal guardian.

The full policy can be found at <http://webapps.henrico.k12.va.us/policy/> (P6-03-002 & P6-03-003)

Code of Virginia § [22.1-264.1](#). Misdemeanor to make false statements as to school division or attendance zone residency; penalty. Any person who knowingly makes a false statement concerning the residency of a child, as determined by § [22.1-3](#), in a particular school division or school attendance zone, for the purposes of (i) avoiding the tuition charges authorized by § [22.1-5](#) or (ii) enrollment in a school outside the attendance zone in which the student resides, shall be guilty of a Class 4 misdemeanor and shall be liable to the school division in which the child was enrolled as a result of such false statements for tuition charges, pursuant to § [22.1-5](#), for the time the student was enrolled in such school division. August 2016