

DOCUMENT CHECKLIST FOR NEW STUDENTS 2018-2019

Applicants accepted at the time of lottery are now required to provide the following supporting documentation to The Museum School as part of the enrollment process. Please refer to the checklist below for review of the documentation:

1. CHILD'S BIRTH CERTIFICATE (*original*) **Scan the original birth certificate.** _____
2. CHILD'S SOCIAL SECURITY CARD OR WAIVER as per O.C.G.A. §20-2-150(d) _____
3. PHOTO ID OF PARENT OR GUARDIAN ENROLLING CHILD (*Driver's License or Passport*) _____
4. PROOF OF CUSTODY IF SEPARATE HOUSEHOLDS OR GUARDIANSHIP **IF NOT THE BIRTH PARENT**
IN THE EVENT OF GRANDPARENT AGENTS, AS PER O.C.G.A. §19-9-120 et seq., A COPY OF THE POWER OF ATTORNEY DOCUMENT THAT IS IN THE SUBSTANTIALLY SAME FORM AS PROVIDED IN O.C.G.A. §19-9-129(b)-(c), AND PROOF OF PARENT'S STATED HARDSHIP _____
5. PROOF OF RESIDENCY DOCUMENTS
 - (a) Current Utility Bill (*one of the following*) **No Phone or Cable Bills**
 - (i) Gas Bill _____
 - (ii) Power Bill _____
 - (iii) Water Bill _____
 - (b) Complete copy of (*one of the following*)
 - (i) Deed (must include signatures) _____
 - (ii) Security Deed/Mortgage Document (must include address & signatures) _____
 - (iii) Current Monthly Mortgage Statement (in lieu of (i) and/or (ii)) _____
 - (iv) Current, Unexpired Lease (**must have all pages with signatures**), or _____
 - (v) Affidavit of Legal Residence* (*If applicable. Please see below*) _____
6. PROOF OF ECONOMICALLY DISADVANTAGED STATUS (*if applicable*)
 - (a) Current free/reduced Lunch eligibility documents _____
 - (b) Supplemental Nutrition Assistance program (SNAP), formerly known as Food Stamps, eligibility documents _____
 - (c) Temporary Assistance for Needy Families (TANF) eligibility documents _____
 - (d) Women, Infants, and Children (WIC) eligibility documents _____
 - (e) Medicaid eligibility documents _____
 - (f) Section 8 tenant-based eligibility documents or project-based housing voucher _____
 - (g) Documentation verifying free/reduced lunch eligibility based on income _____

NO OTHER DOCUMENTS WILL BE ACCEPTED AS PROOF OF RESIDENCY. NO EXPIRED OR UNSIGNED LEASES WILL BE ACCEPTED. UTILITY BILLS AND MONTHLY MORTGAGE STATEMENTS SUBMITTED MUST BE CURRENT WITHIN THE 30 DAYS.

If all required documentation is not received during the allowed timeframe, the application will be deemed "incomplete" and you will not be allowed to proceed to enrollment. Acceptance is considered "provisional" until ALL documents have been received as requested. **** The application process must be completed in its entirety prior to the MARCH 2 deadline in order to finalize acceptance; NO EXCEPTIONS.*** Any applicant not in compliance with this request will lose their "pending acceptance" status and will not be enrolled.

***AFFIDAVIT OF LEGAL RESIDENCE [(v) above]:**

In the event of co-residency (if the property is not owned/leased by applicant but the applicant resides with a property owner/lessee) within the school attendance zone, proof of residency must be in the form of an Affidavit of Legal Residence submitted with the (a) application, (b) parent agreement, (c) child's social security card or waiver, (d) child's original birth certificate and (e) parent ID. The affidavit must be completed and executed by the applicant in the presence of a Notary outside the school. The affidavit must then be presented to the school by the applicant, "in person", accompanied by the property owner/lessee with the proof of residency documents from the applicant and property owner/lessee as follows:

- (1) ***Current Utility bill in the name of the property owner/lessee (gas, water, electric – no phone or cable)*** _____
- (2) ***A business letter from the parent's or guardian's place of employment OR other official business letter addressed to the parent or legal guardian at the address of the property owner/lessee listed on the affidavit*** _____
- (3) ***Copy of the current lease, deed, mortgage or monthly mortgage statement of the property owner/lessee*** _____
- (4) ***Copy of picture ID of the property owner/lessee*** _____
- (5) ***Observed owner/lessee fill out Page 4 of the affidavit in the presence of the school official & signed*** _____
- (6) ***School official must complete last page of affidavit after completion of items 1-5 above*** _____

The Affidavit of Legal Residence must be updated "annually" by both the property owner/lessee and the parent or guardian. The parent of the child being enrolled as well as the property owner must be present when the affidavit is presented to the school.