

To: Parents/Guardians of  
**ALL Students ATTENDING or RETURNING TO:**  
Atlantic City High School, ACIT, Charter-Tech & County Alternative School,  
Special Services

## **Notice of Annual Residency Verification**

The Brigantine Board of Education requires all students to verify residency with the Admissions Office.

**Upon verification, you will be mailed the student's class schedule, bus pass and bus route sheet or pick it up in person.**

**Please email ALL Verification to: [amancuso@brigantineschools.org](mailto:amancuso@brigantineschools.org)**  
or fax to: 609-264-0767. In person verification is available by request at  
the **Brigantine Community School Main Office** by calling ahead for  
**an appointment.**

**\*\*All NEW enrollments and 9<sup>th</sup> grade students must provide a Birth Certificate and Proof of Residency\*\* (See List Below)**

The hours for the Admissions Office are:  
8:00 AM to 11:00 AM and 12:30 PM to 2:30 PM

The Office is **CLOSED** on Fridays.

If you have any questions or problems or need to set up an appointment, please call **264-9501**.

\*\*For Residency documents, please refer to **ONE** of the three designations listed:

- **HOMEOWNERS:** DEED OR MOST RECENT TAX BILL (from the City of Brigantine)
- **RENTERS:** FOR PROOF OF RESIDENCY, AT LEAST THREE OF THE FOLLOWING DOCUMENTS ARE REQUIRED:
  - OFFICIAL LEASE OR NOTARIZED AFFIDAVIT OF LANDLORD VERIFYING THE PUPIL LIVES AT THE GIVEN ADDRESS
  - PROOF OF IDENTIFICATION
  - WORK PAY STUB
  - UTILITY BILLS (GAS, ELECTRIC OR HOME PHONE ONLY)
  - VOTER REGISTRATION CARD
  - FINANCIAL ACCOUNT INFORMATION (MUST CONTAIN HOME ADDRESS)
  - OTHER DOCUMENTATION MAY BE CONSIDERED
- **RESIDENTS SHARING QUARTERS:**
  1. **OWNER'S DEED OR MOST RECENT TAX BILL**
  2. **NOTARIZED LETTER FROM OWNER LISTING ALL OCCUPANTS**
  3. **PROOF OF ADDRESS FOR THE PARENT** (REFER TO LIST ABOVE, PLEASE PROVIDE 2 ITEMS FROM LIST)

A district board of education may accept forms of documentation not listed above, and shall not exclude from consideration any documentation or information presented by a person seeking to enroll a student.