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 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 9th 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.