

# Charlotte-Mecklenburg Schools

## Proof of Residency Appeal Form

Charlotte-Mecklenburg Schools (CMS) welcomes all students who live in Mecklenburg County. In order to confirm Mecklenburg County residence, CMS requires families to submit two proofs of residency. Please see the Procedures for Proof of Residency form for approved proofs of residency.

Any family that is unable to provide all two proofs of residency due to extenuating circumstances may appeal to the Superintendent's Designee. Families must supply at least one required proof of residency in order to file an appeal.

*Please Print*

Student Name: \_\_\_\_\_ Student Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Grade: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Grade: \_\_\_\_\_

Student ID: \_\_\_\_\_ Student ID: \_\_\_\_\_

Parent(s)/Legal Guardian(s) Name(s): \_\_\_\_\_  
\_\_\_\_\_

Parent/Legal Guardian Address: \_\_\_\_\_  
\_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Parent/Legal Guardian Signature: \_\_\_\_\_

### For Administrative Use Only

*Please complete the following and attach all proofs of residency and/or supporting documentation provided.*

Date: \_\_\_\_\_ New Student (Attach Enrollment Forms) \_\_\_\_\_ Change of Address

Proofs of Residency Provided: Primary Document: \_\_\_\_\_

Secondary Document: \_\_\_\_\_

Alternate Document: \_\_\_\_\_

Briefly describe reason family cannot provide all proofs of residency: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

School Phone: \_\_\_\_\_

Student Placement Specialist: \_\_\_\_\_

Approved: \_\_\_\_\_ Yes \_\_\_\_\_ No Signature: \_\_\_\_\_ Date: \_\_\_\_\_