

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: _____

Submit form and all attachments to: Michele Aikens, Director

Approved: Yes No Signature: _____ Date: _____