Proof of Residency for Returning Scholars

DEADLINE: Friday, June 26, 2020

**RESIDENTIAL DOCUMENTS**

**Proof of Residency**

*One of the following (must include address)*

- Current Rental Agreement
- Current Property Tax
- Current Home Purchase Agreement

**AND** *One* of the following:

- Utility bill (Current gas bill, current water bill, current electric bill)

**Affidavit of Residence Form**

***Please note this form must be notarized***

**PARENT/GUARDIAN IDENTIFICATION**

**Proof of Authorized Person to Enroll – one(1) of the following:**

- Driver’s License
- State Identification Card
- Passport
- Other official photo identification

**HOW TO SUBMIT DOCUMENTS**

- **Upload:** Documents may be uploaded in the Proof of Residency Form.

- **Email:** Documents may be submitted via email at enroll@ivyprepacademy.org.
  
  We will ONLY accept scanned documents (no photos). When submitting documents via email please send all documents in one email with the email subject RETURNING DOCUMENTS. In the email include the scholar’s first initial, last name and grade level.

- **In–Person:** The Admission’s Department will be accepting documents in–person on the following dates:

  - Monday, June 8th | Friday, June 12th
    9:00 am – 3:00 pm
  - Tuesday, June 9th | Wednesday, June 10th | Thursday, June 11th
    10:00 am – 4:00 pm
  - Monday, June 15th | Friday, June 19th
    9:00 am – 3:00 pm
  - Tuesday, June 16th | Wednesday, June 17th | Thursday, June 18th
    10:00 am – 4:00 pm