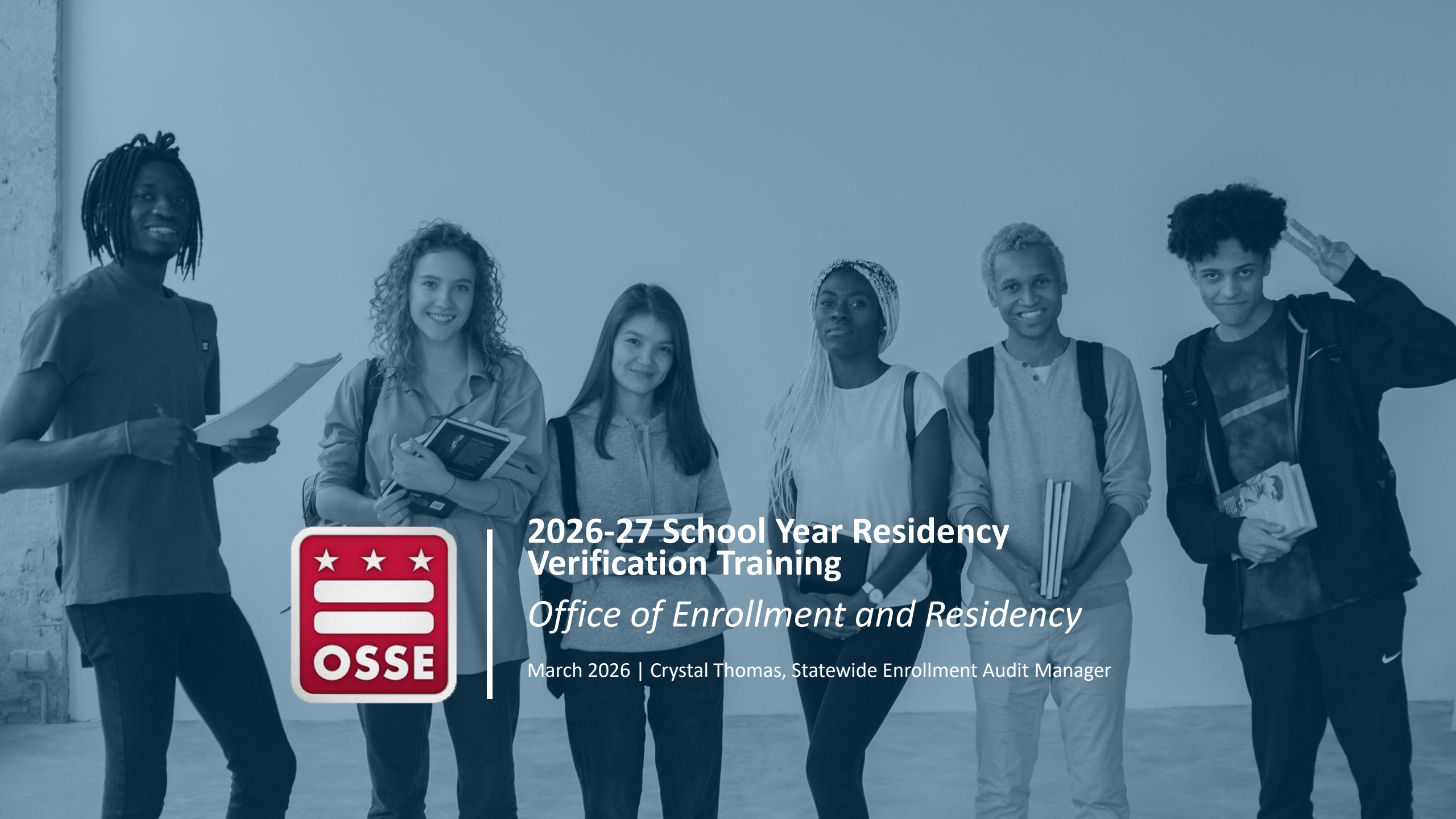


2026-27 School Year Residency Verification Training

Office of Enrollment and Residency

March 2026 | Crystal Thomas, Statewide Enrollment Audit Manager

Agenda

- **Language Access**
  - Supporting English Language Learners
  - The Office of the State Superintendent of Education (OSSE) Home Language Survey
- **Homeless Education Program**
  - McKinney-Vento Homeless Assistance Act
  - Supporting and Identifying Students Experiencing Homelessness for Enrollment
- **Data Management**
  - At-Risk Calculation
- **Office of the Enrollment and Residency**
  - Residency Requirements
  - Non-resident enrollment and tuition
  - Suspicion of non-residency and investigations
  - Q&A

Objectives

To understand the following enrollment elements:

- Required documentation needed to prove bona fide residency
- Eligibility requirements for enrolling a student in public schools in the District
- Steps to enroll a non-resident
- Steps to report suspicions of non-residency

Outlined in the Office of Enrollment and Residency (OER) Handbook (March 2026)

Office of Enrollment and Residency (OER)

Enrollment Audit

- OER plans, conducts and provides to the DC Council a written report on the District of Columbia's annual enrollment audit.
- Takes place each year between October and December.
- School year-specific handbooks are disseminated to OSSE's external partners on an annual basis each summer.

Residency Verification

- OER provides guidance and training to local education agencies (LEAs) and schools on issues pertaining to establishing and verifying residency.
- OER develops and disseminates the District of Columbia's official residency verification forms.
- OER monitors LEAs/schools for compliance with all applicable residency verification laws and rules.

Office of Enrollment and Residency (OER)

Non-residency Investigations

- OER investigates issues of non-residency and makes findings.
- Tips are received through OSSE's phone hotline or website, or through the enrollment audit.
- Non-residents found to be attending a DC public or public charter school without a tuition agreement in place may be excluded from school, may owe tuition based on the educational services received as a non-resident, and can be referred to other DC agencies for further investigation.
- LEAs may also be held accountable for the enrollment of students that are non-residents, including repayment for tuition received for students that were not eligible for enrollment.

Non-resident Tuition Collection

- OER is responsible for executing and managing tuition agreements for non-resident adults, or parents/guardians or caregivers of minor, non-resident students that are eligible to attend a District public school.
- Schools that enroll non-resident students are not provided the tuition or Uniform Per Student Funding Formula (UPSFF) funds for that non-resident student.

The OSSE Home Language Survey (HLS)

Angela Awonaike, Inclusive Practices Manager
Division of Teaching and Learning

Legal Requirements

The Elementary and Secondary Education Act, reauthorized as the Every Student Succeeds Act (ESSA), provides that under Title III, states must implement ***standardized statewide entrance criteria and procedures*** leading to the identification of students who are potentially eligible for placement in an LEA's language assistance program.

Further, English learners must be identified **within 30 days of enrollment**. *ESEA Section 3113(b)(2)*

All LEAs must use OSSE's HLS to comply with state and local law. ***DCMR 5A-32: 3202.1***

Local Requirements

OSSE's most current HLS was released on Sept. 8, 2021.

ALL DC public and public charter schools must use this version of the HLS. The requirement includes the use of:

- The survey questions
- The instructions for the survey administration and interpretation of responses
- The statement for families that precedes the survey questions
- The parent/guardian signature line
- The translations into the most common languages in DC

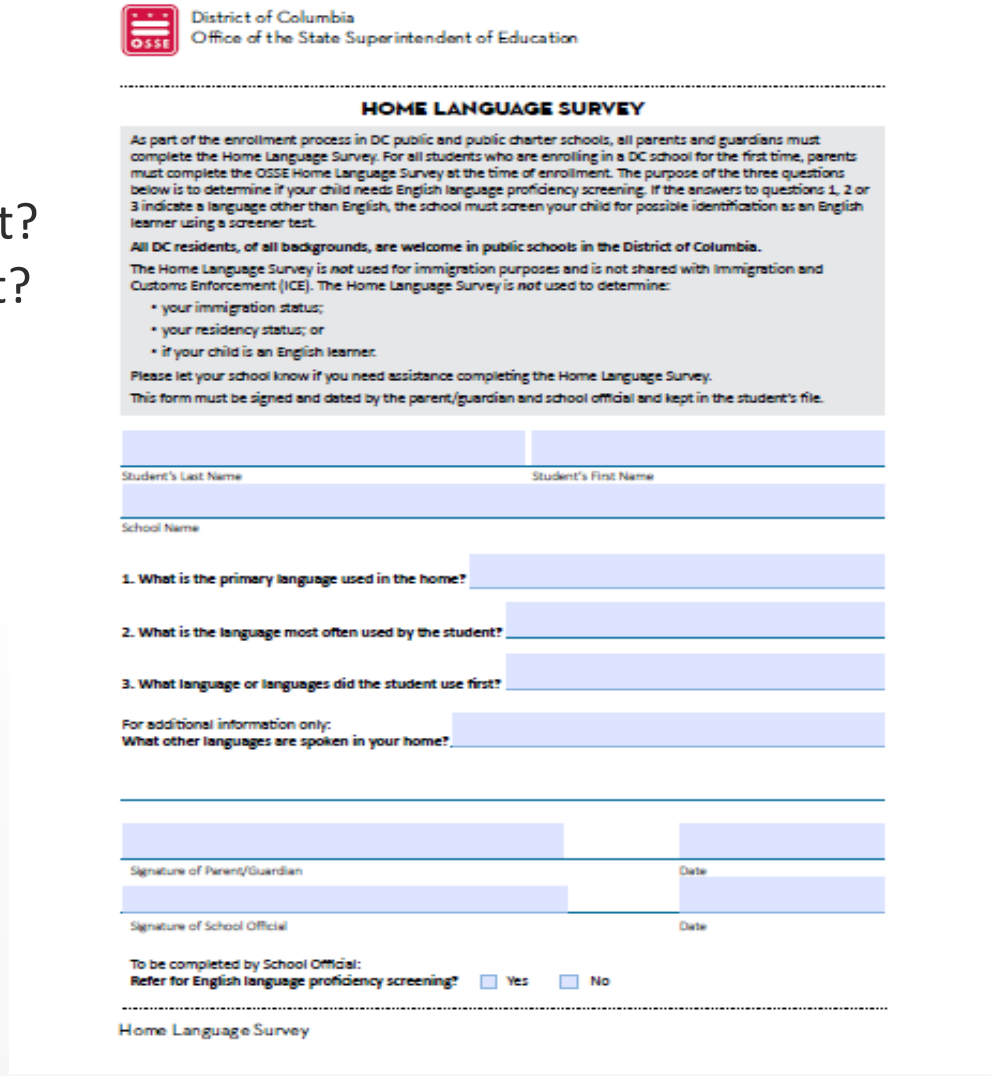
All LEAs will use this version of the HLS for the current school year enrollment **without exception**.

Home Language Survey (HLS)

1. What is the primary language used in the home?
2. What is the language most often used by the student?
3. What language or languages did the student use first?

For additional information only:
What other languages are spoken in your home?

[OSSE Home Language Survey]



District of Columbia
Office of the State Superintendent of Education

HOME LANGUAGE SURVEY

As part of the enrollment process in DC public and public charter schools, all parents and guardians must complete the Home Language Survey. For all students who are enrolling in a DC school for the first time, parents must complete the OSSE Home Language Survey at the time of enrollment. The purpose of the three questions below is to determine if your child needs English language proficiency screening. If the answers to questions 1, 2 or 3 indicate a language other than English, the school must screen your child for possible identification as an English learner using a screener test.

All DC residents, of all backgrounds, are welcome in public schools in the District of Columbia.

The Home Language Survey is *not* used for immigration purposes and is not shared with Immigration and Customs Enforcement (ICE). The Home Language Survey is *not* used to determine:

- your immigration status;
- your residency status; or
- if your child is an English learner.

Please let your school know if you need assistance completing the Home Language Survey.

This form must be signed and dated by the parent/guardian and school official and kept in the student's file.

Student's Last Name | Student's First Name

School Name

1. What is the primary language used in the home?

2. What is the language most often used by the student?

3. What language or languages did the student use first?

For additional information only:
What other languages are spoken in your home?

Signature of Parent/Guardian | Date

Signature of School Official | Date

To be completed by School Official:
Refer for English language proficiency screening? ☐ Yes ☐ No

Home Language Survey

HLS Frequently Asked Questions

1) How is a student first identified as a *potential* English learner?

a. The report card **b. The OSSE HLS** **c. The federal HLS**

2) When must the HLS be given to every student enrolling in a DC public or public charter school?

a. First enrollment **b. Second and all other future enrollments**

3) Where can you *most reliably* find out if a student/family completed the HLS in a prior school year or at a prior school?

a. SLED **b. Ask the student or family during enrollment** **c. Native Language field in the EL Qlik App**

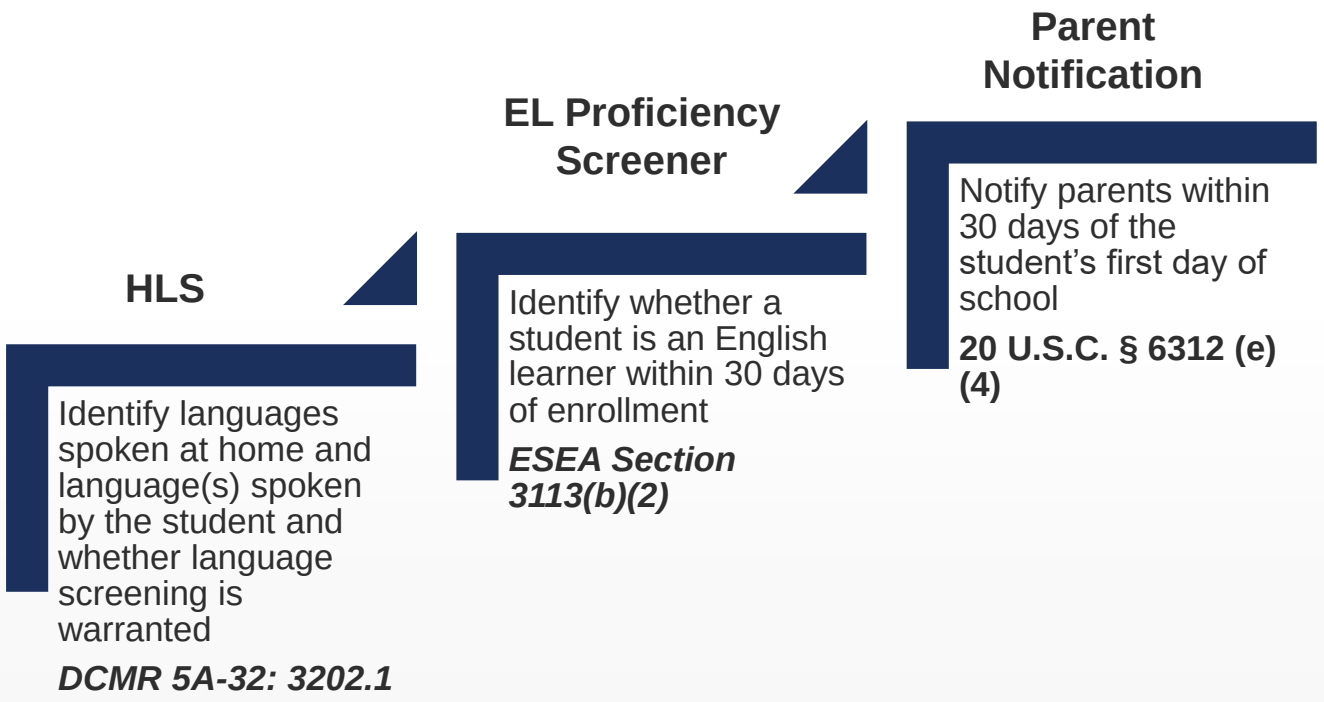
4) Who is responsible for ensuring the collection of accurate responses by providing language support to families with Limited English proficiency?

a. The parent/guardian **b. The LEA** **c. The EL Coordinator**

5) How can my LEA correct EL identification errors?

a. Complete the Characteristics Conflict Module in SLED **b. Submit an OST ticket** **c. Call OSSE!**

Standardized Statewide Entrance Criteria and Procedures (ESSA, 2015)



Notes

1. LEAs **may** use an electronic version of the OSSE HLS.

2. The five data fields below must be completed in your SIS for newly identified ELs.

- **Date**
- **Native Language**
- **Screener Status**
- **Screener Score**
- **Screener Date**
- **EL Yes/No**

Home Language Survey

Q & A

Angela Awonaike
Inclusive Practices Manager
Angela.Awonaike@dc.gov

Enrolling Students Experiencing Homelessness

Homeless Education Program

McKinney-Vento Homeless Assistance Act

An individual who lacks a fixed, regular, and adequate nighttime residence, including children and youth who are (42 USC §11434A(2)(B)(i)):

- Sharing housing due to loss of housing or economic hardship;
- Living in emergency or transitional housing;
- Living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate housing; and/or
- Students who have a primary nighttime residence, a public or private place, not designed for or ordinarily used as regular sleeping quarters.

Migratory children in the circumstances above.

Unaccompanied youth, including those not in the physical custody of a parent or guardian.

Undocumented children and youth in the care of a federally appointed sponsor.

McKinney-Vento Homeless Assistance Act

Tools For Capturing Housing Status and Homeless Data

Ensure that children and youth experiencing homelessness are identified in an LEA's student information system (SIS) and the Qlik Sense Comprehensive Homeless Student Data application.

Housing Definitions

- **Sheltered:** Parents/guardians who are living in emergency or transitional shelters.
- **Hotel/Motel:** Parents/guardians who are living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations.
- **Doubled Up:** Parents/guardians who are sharing the housing of another person due to loss of housing or economic hardship.
- **Unsheltered:** Any other non-permanent housing not covered above.

McKinney-Vento Homeless Assistance Act

Enrollment of Children and Youth Experiencing Homelessness

- Children and youth in homeless situations can stay in the school they last attended when permanently housed **(school of origin)** or enroll in any public school that students living in the same attendance area are eligible to attend.
- **Best interest** – keeps students who are experiencing homelessness in their school of origin, unless against the parents' or guardians' wishes.
- Children and youth have a right to enroll in school **immediately**, even if they do not have required documents, such as school records, medical records, proof of residency, and other documents.
- Ensure that **transportation assistance** is provided, at the request of the parent or guardian (or, in the case of an unaccompanied youth, the liaison), to and from school.

McKinney-Vento Homeless Assistance Act

Educational Rights for Parents and Students Experiencing Homelessness

- The McKinney-Vento (MKV) Homeless Assistance Act is a federal law that protects the educational rights of homeless students. MKV was reauthorized by ESSA to ensure that every homeless child receives services of support to eliminate barriers and meet the changing needs in education.
- The Educational Rights for Parents and Students Experiencing Homelessness document provides an overview of the federal guidelines of MKV, dispute resolution procedures, and the mission of the Office of the State Superintendent of Education (OSSE) Homeless Education Program and staff contact information.
- The Educational Rights for Parents and Students Experiencing Homelessness document is available in the following languages:
  - Amharic
  - Chinese
  - English
  - French
  - Korean
  - Spanish
  - Vietnamese

McKinney-Vento Homeless Assistance Act

MKV Housing Status and Supports

- At the beginning of each school year, school-based homeless liaisons are responsible for confirming the housing status of students identified as experiencing homelessness during enrollment to ensure their housing status did not change before the start of the school year.
- Students and families who are eligible for MKV support (e.g., school supplies, uniforms, and transportation assistance) may receive the support for the duration of the school year they were identified as experiencing homelessness.

McKinney-Vento Homeless Assistance Act

Transition to Permanent Housing:

- Students and families who transition from housing insecurity to permanent housing **during** the current school year are still **eligible** to receive MKV support for the remainder of the school year.

- Students and families who have transitioned from housing insecurity into permanent housing (e.g., renting their home or residing in a home provided through a Rapid Re-Housing Program), **before the start of the new school year**, are considered permanently housed and **not eligible** for MKV support.

- Students and families who have transitioned into permanent housing **outside of the attendance area** for their school (e.g., no longer living in-boundary to their school or residing outside of DC), **before the start of the new school year**, must enroll in their new in-boundary school.

McKinney-Vento Homeless Assistance Act

McKinney-Vento Quick Facts

- There is no specific time limit on homelessness.
- There are no age limits cited in the McKinney-Vento Act. In the District of Columbia, it generally applies to children and youth 24 years old and under, consistent with their eligibility for public education services under state and federal law.
- Families and youth in homeless situations frequently will not identify themselves as such. This may be due to the stigma and prejudices associated with homelessness or because the family or youth does not recognize that their living situation would be considered a homeless situation under the McKinney-Vento Act.
- LEA/school-based homeless liaisons ensure that students experiencing homelessness enroll in and have full and equal opportunity to succeed in school.

Homeless Education Program

Q & A

Points of Contact

OSSE's Homeless Education Program HEP.OSSE@dc.gov	
For Assistance	**Point of Contact**
Enrollment, transportation, training, and community outreach	**Tasheen Stallings** Homeless Education Program Analyst Tasheen.Stallings@dc.gov
McKinney-Vento grant funding and compliance	**Danielle Rollins** Homeless Education Program Analyst Danielle.Rollins@dc.gov
McKinney-Vento federal guidelines and policies	**Nicole Lee-Mwandha** Homeless Education State Coordinator Nicole.Lee-Mwandha@dc.gov
Special Populations and Programs	**Edgar Stewart** Program Manager Edgar.Stewart@dc.gov

At-Risk Calculation

Kit Faiella, Manager

Data Management, Office of the Chief Information Officer

At-Risk Calculation At-a-Glance

At-risk definition: Students who are either under the care of CFSA, experiencing homelessness, overage for their grade, or receive TANF/SNAP benefits

Child and Family Services Agency (CFSA)

- Student is under the care of CFSA
- **Data Source:** Nightly data feed from CFSA to OSSE

Homeless Students

- Student lacks a fixed, regular, and adequate nighttime residence
- **Data Source:** Nightly data feed from LEAs
- **Data Source:** Supplemental data received from The Community Partnership (TCP)

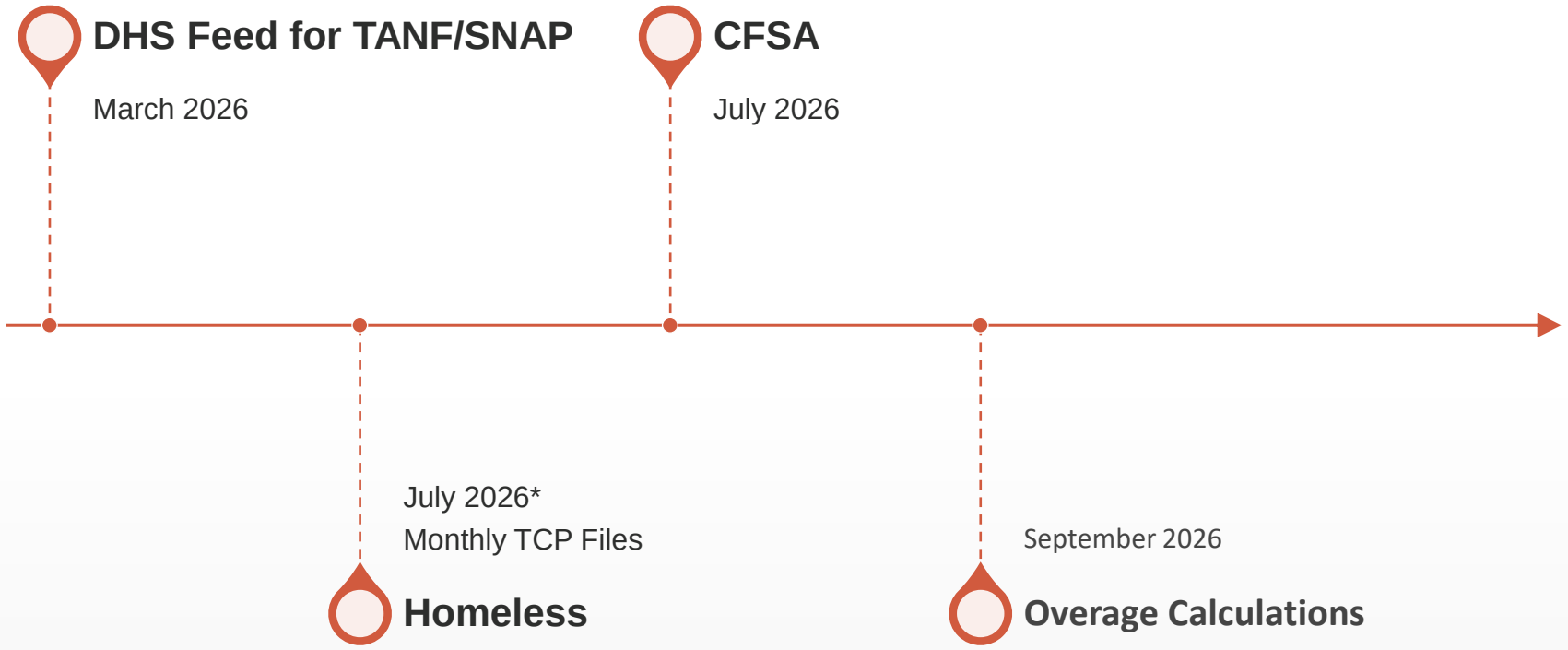
Overage Students

- Students who are one year or more older than their expected age for their grade, as based on the September 30th cutoff date
- **Data Source:** Derived value calculated by OSSE

TANF and SNAP

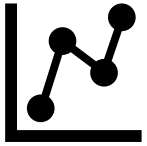
- Students whose families are receiving Temporary Assistance for Need Families (TANF) or Supplemental Nutrition Assistance Program (SNAP)
- **Data Source:** Weekly DHS data

Timeline of At-Risk Data Collections



**The homeless data begins updating when LEAs transition their SIS feeds to the new school year, which roughly begins in July*

Nuances of At-Risk Data Collections



- Data can fluctuate on a nightly basis as OSSE receives data from its sources

- We continuously monitor our data and feeds and proactively apply patches to ensure the highest data quality. This may also result in fluctuations.
- In the 2026-27 school year, we will announce when patches will be introduced that may impact LEA data.

- Our source data is *always* the record of truth. We rely on quality data from our LEA partners, CFSA, Department of Human Services (DHS), and The Community Partnership for the Prevention of Homelessness (TCP) to ensure accuracy and transparency.

At-Risk Calculation

Q & A

OER Handbook

Updates to the 2026-27 Handbook

OER Handbook Updates for SY 2026-27			
Section	**Section Title**	**Update**	**Page Number**
Specific citations to D.C. Code have been added throughout the handbook			
2.3.b.1	Other Primary Caregiver (OPC) Form	Clarification on who may not serve as OPCs. Guidance on adult students using OPC proof of residency documentation.	15
2.3.b.2	OSSE Attestation of OPC Form	Clarification on who may not sign an OPC attestation form.	15
2.3.b.3	OSSE Sworn Statement Form	Sworn Statement requirement table updated. Clarification on when the "Legal Guardian signing on behalf of adult student' designation should be selected.	15
2.3.d	Signing the residency verification forms	Updated guidance on acceptable signature types, electronic signatures, special circumstances, and LEA responsibilities.	16
2.4.a	Paystub	Clarification on having only DC identified as the only state listed in sections related to taxes.	19
2.4.e	Embassy Letter	Clarification that all submitted documents must be in English or accompanied by a certified English translation.	21
2.4.j	Utility bill with proof of payment	Third-party private billing companies are not acceptable. Partial payments are acceptable.	23
2.4.l	Home Visit to verify residency	Clarification that home visit should verify the enrolling person's residency as well as the student's District residency.	25
2.4.o	Unverified Residents	Addition of section on procedures for unverified residents.	26
2.5.i	Address Confidentiality Program (ACP) participants	Clarification that the ACP letter will only be valid for up to three years.	30

Major updates to the 2026-27 OER handbook and residency verification forms can be found on pages 5 and 6 of the handbook.

Residency Verification Form Updates for SY 2026-27		
Form name	**Section**	**Update**
DC Residency Verification	Enrolling Person "I am the…"	"Student's parent" option has been separated from "Student's Legal guardian/custodian" option.
DC Residency Verification	Certification of Residency Requirements	Certifications, authorizations, and consents have been updated.
Home Visitation Consent and Verification	Enrolling Person "I am the…"	"Student's parent" option has been separated from "Student's Legal guardian/custodian" option.
Home Visitation Consent and Verification	School Official Use Step 5	Removal of two checkboxes indicating inability of school official to confirm District residency.
Home Visitation Consent and Verification	Guidance for School Official	Increase emphasis that step 4 should indicate both the enrolling person and student live at the residence.
Other Primary Caregiver (OPC)	Preamble & Steps One and Three	Addition of specificity as to who cannot serve as an OPC.
Other Primary Caregiver (OPC)	Step Two	Addition of 3 questions around student DOB and adult student status.
Other Primary Caregiver (OCP)	School Official Use	Addition of checkbox for prior year documentation of OPC status for an adult student.
Attestation of OPC	Preamble	Clarifies that an employee of the school or LEA cannot complete the attestation form.

Residency Eligibility and Requirements

Importance of Residency Verification

Ensures DC residents have access to District public schools.

Ensures District public schools are funded appropriately for the DC resident students they serve.

Informs persons of the requirements and repercussions of enrolling an ineligible non-resident student.

The enrolling person must be a ***bona fide*** District resident - physically present in the District

The enrolling person must be ***eligible*** to enroll the student:

- Parent
- Guardian
- Custodian
- Other Primary Caregiver (OPC)
- Adult Student

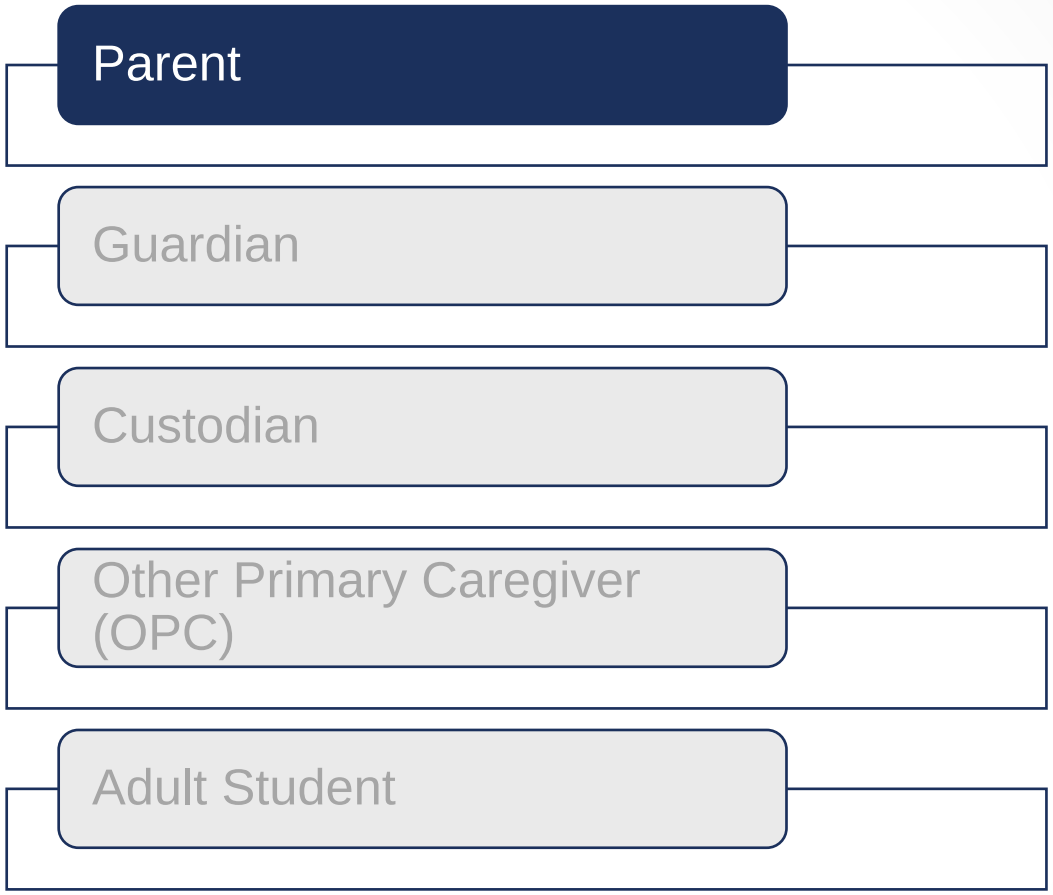
*Exceptions – students experiencing homelessness, and DC students in foster care but housed in another state.

See 5A DCMR § 5000 *et seq*. for more information on residency regulations.

Residency Requirements for Enrolling Person

To attend a District public school, tuition free, the enrolling person must both be a bona fide District resident and eligible to enroll the student or themselves as an adult student.

If both are not true, then the student is not eligible to be enrolled as a District resident.

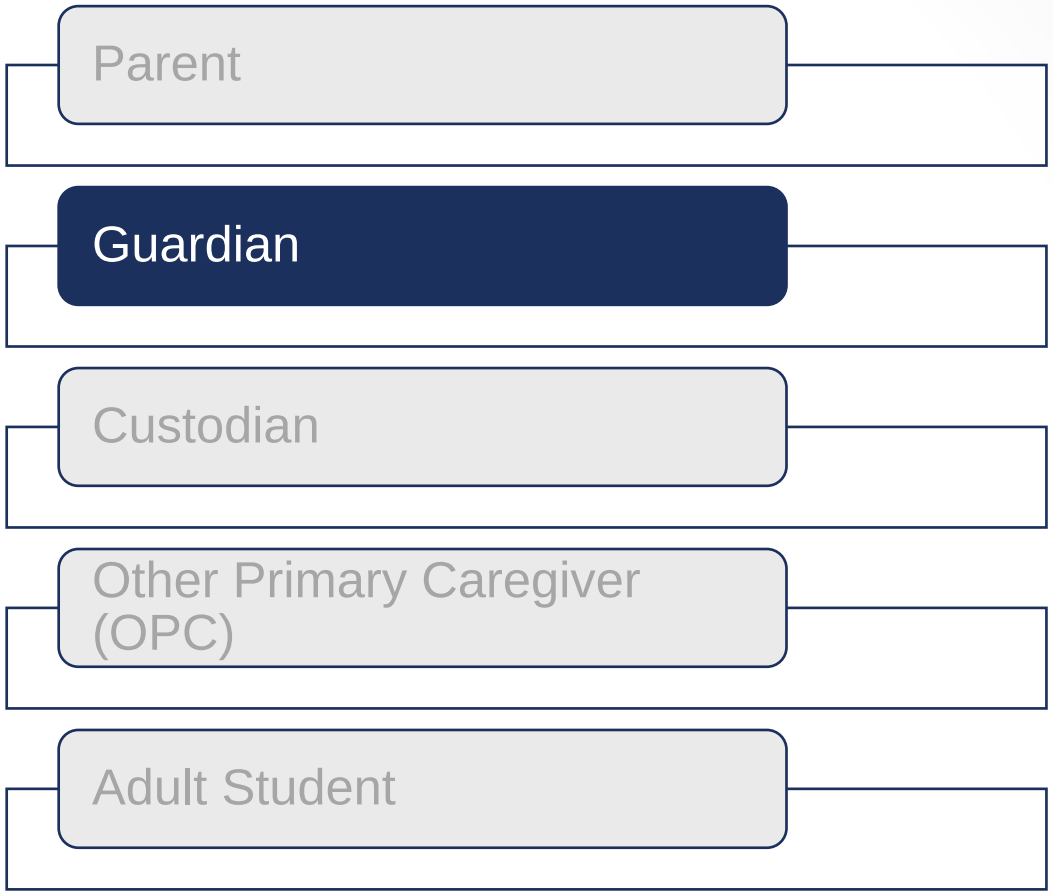


Who is a parent?

Any parent, including an incarcerated parent, domestic partner, or step-parent, who has physical and/or legal custody of the student.

The parent must be a bona fide resident.

See 5A DCMR § 5000 *et seq*. for more information on residency regulations.



Who is a guardian?

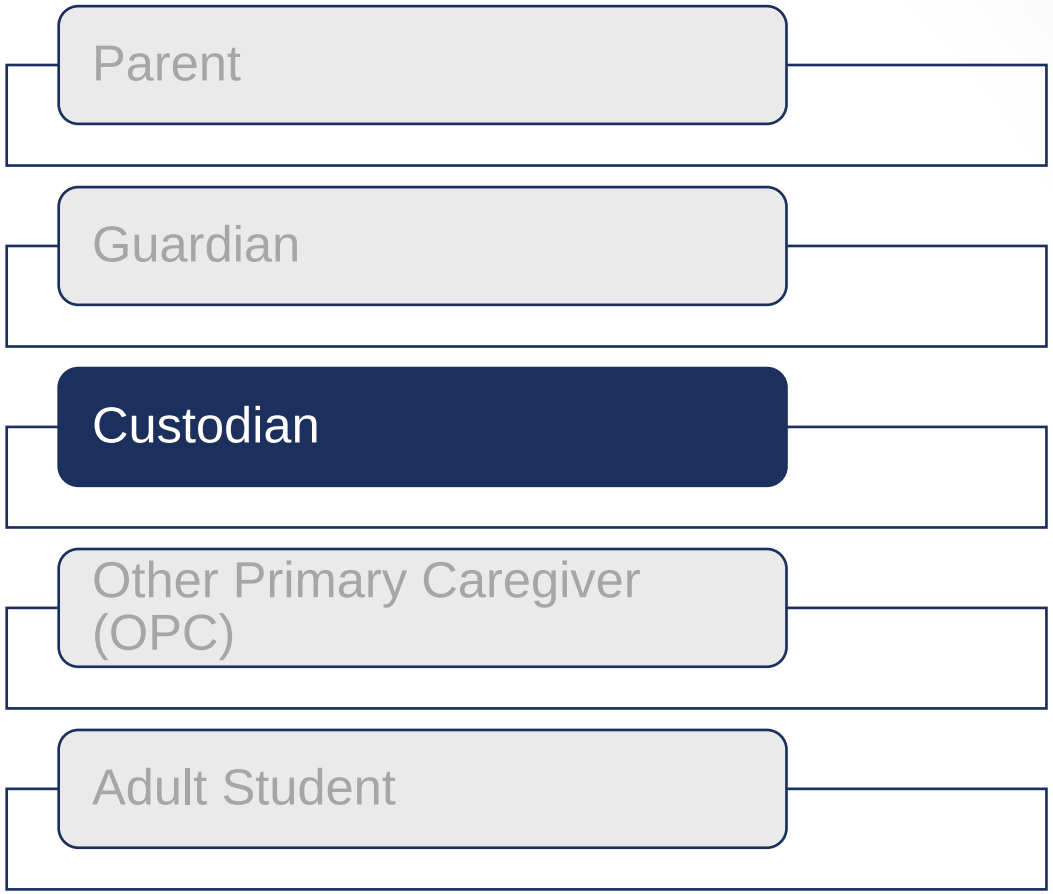
Must be an appointed legal guardian of a student by a court of competent jurisdiction.

The guardian must be a bona fide resident.

Power of attorney is not sufficient evidence.

Temporary guardianship is accepted but only from a court of competent jurisdiction.

See 5A DCMR § 5000 *et seq*. for more information on residency regulations.

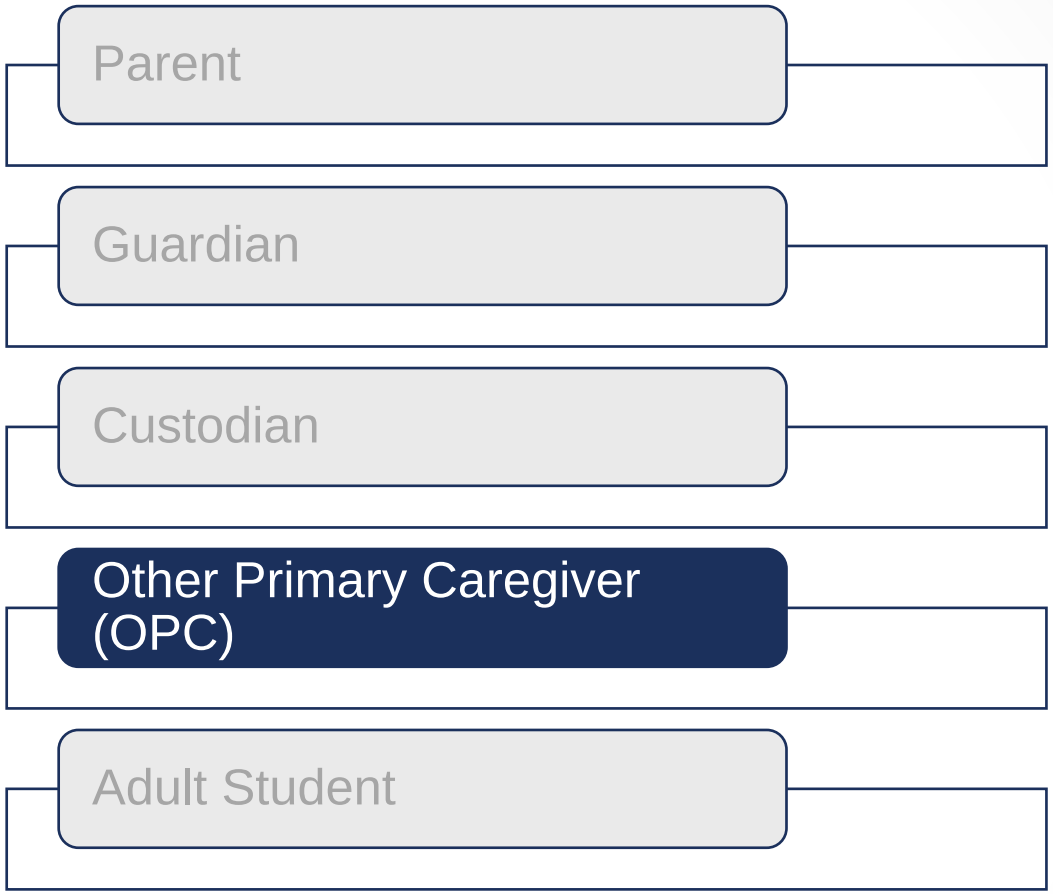


Who is a custodian?

Must be a person who has physical custody granted by a court of competent jurisdiction.

The custodian must be a bona fide resident.

See 5A DCMR § 5000 *et seq*. for more information on residency regulations.



Who is an Other Primary Caregiver (OPC)?

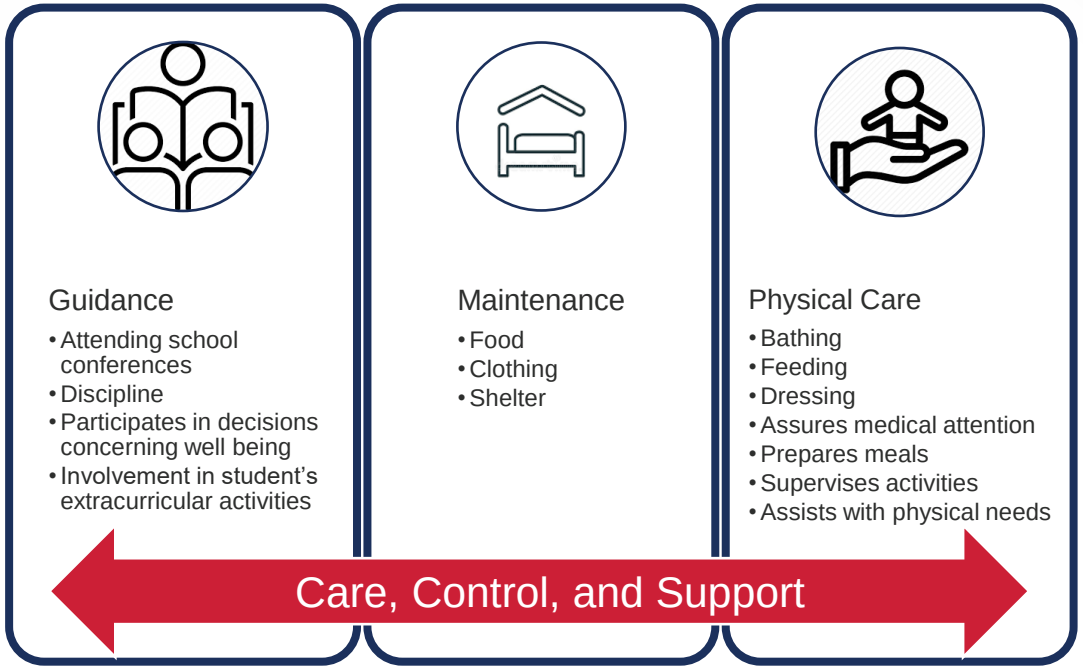
A person other than the parent, guardian, or custodian who provides care, control, and support because the student's parents, guardians, or custodian are unable to provide care, control and support due to a serious family hardship.

The OPC must be a bona fide resident, *and* the student must reside with them.

Power of attorney is not sufficient evidence.

See 5A DCMR § 5000 *et seq*. for more information on residency regulations.

The OPC provides the following:



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The student's parents, guardians, or custodians suffer from serious family hardship:

- Death
- Incarceration
- Serious illness
- Abuse or neglect
- Active military assignment
- Drug addiction
- Loss of habitability
- Abandonment

See 5A DCMR § 5000 *et seq*. for more information on other primary caregiver.

Eligibility of OPC

For a person to act as an OPC, the following must be true:

The OPC provides care, control, and support for the student.

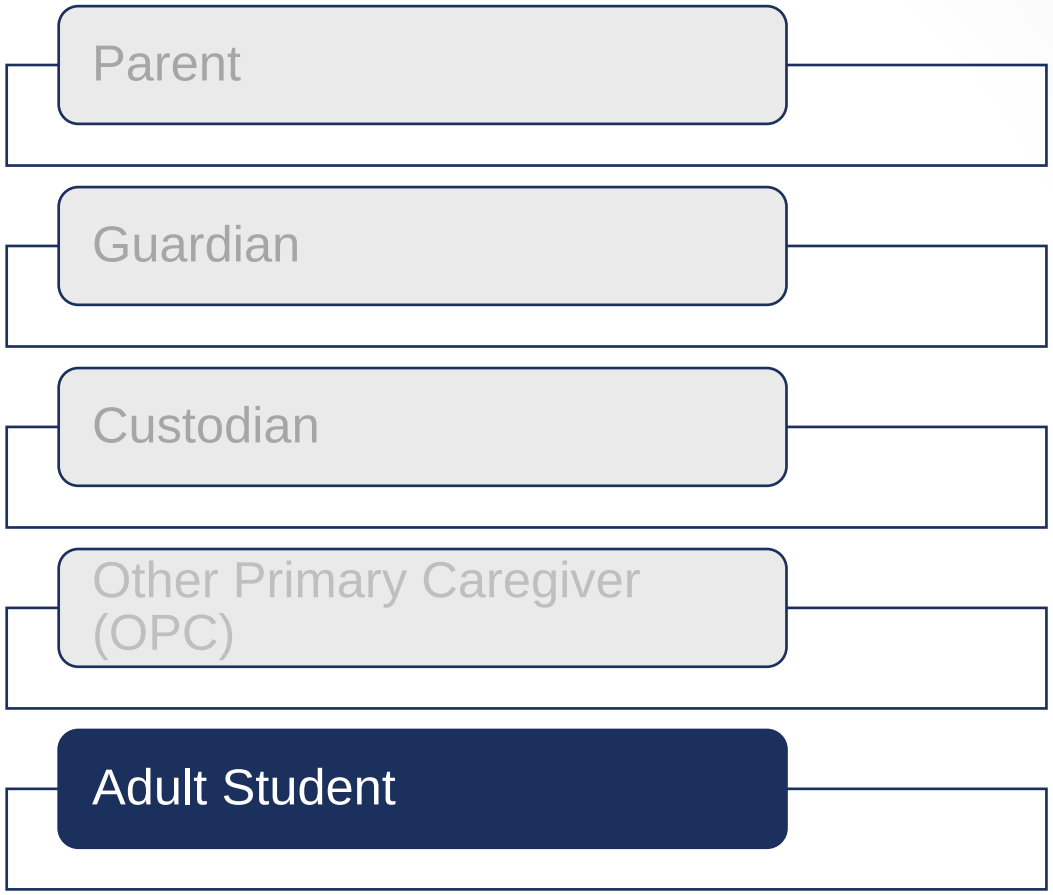
The OPC is a bona fide DC resident.

The student resides with the OPC.

The OPC provides supporting documentation.

The student's parents, guardians, custodians are unable to provide care, control, and support due to serious family hardship.

If the student's situation does not fit this criteria, <u>do not</u> allow the OPC to enroll the student.



Who is an adult student?

Adult students are 18 or older.

The adult student must be a bona fide resident.

If an adult student is residing with their parent, guardian or custodian, in the District, the adult student may establish residency using the parent, guardian, custodian address and supporting documentation.

*** NEW for SY2026-27***Adult students (18) enrolling themselves may continue with OPC documentation when the OPC served in that role the prior school year and can provide verification.

See 5A DCMR § 5000 *et seq*. for more information on residency regulations.

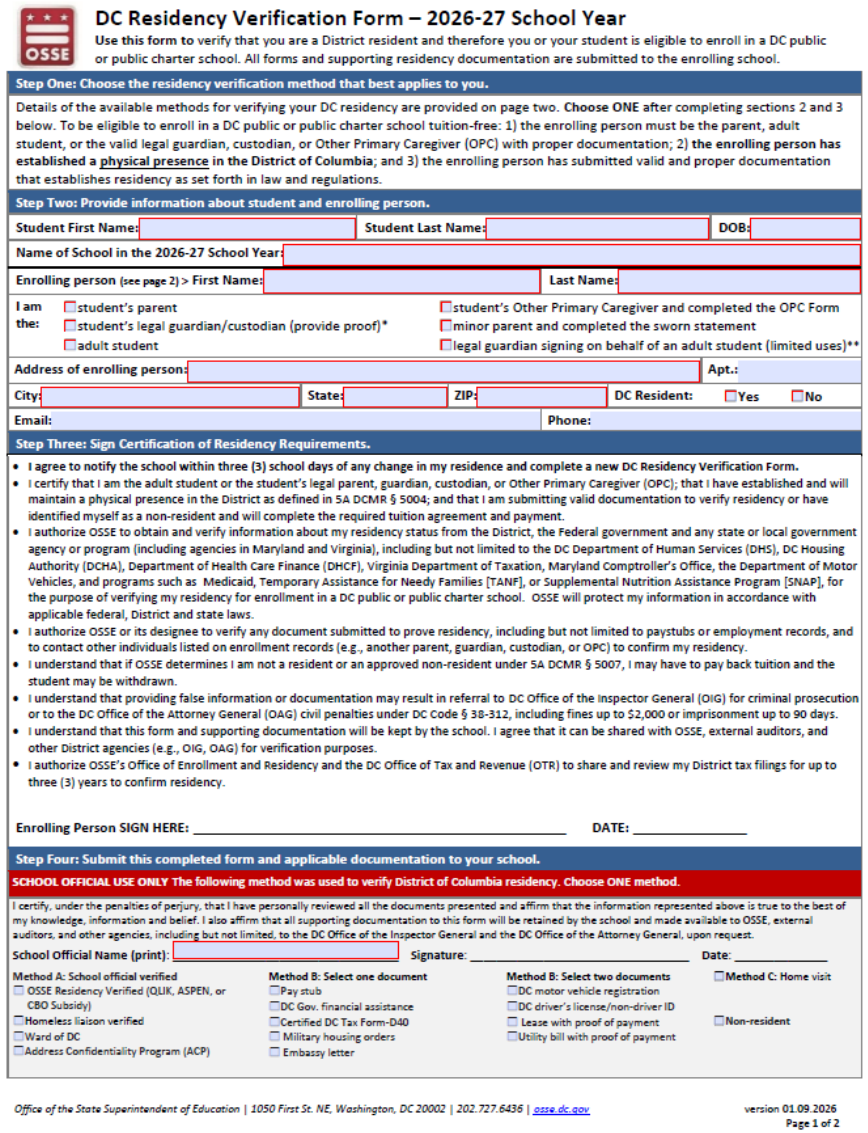
Residency Verification Forms

2026-27 School Year Residency Verification Forms

- District of Columbia Residency Verification form (DCRV)
- Other Primary Caregiver form
- Other Primary Caregiver Attestation
- Sworn Statement of Residency
- Home Visit Consent and Verification form

Forms are available on the OSSE website here.

Page 1



DC Residency Verification Form – 2026-27 School Year

Use this form to verify that you are a District resident and therefore you or your student is eligible to enroll in a DC public or public charter school. All forms and supporting residency documentation are submitted to the enrolling school.

Step One: Choose the residency verification method that best applies to you.

Details of the available methods for verifying your DC residency are provided on page two. **Choose ONE** after completing sections 2 and 3 below. To be eligible to enroll in a DC public or public charter school tuition-free: 1) the enrolling person must be the parent, adult student, or the valid legal guardian, custodian, or Other Primary Caregiver (OPC) with proper documentation; 2) **the enrolling person has established a physical presence in the District of Columbia**; and 3) the enrolling person has submitted valid and proper documentation that establishes residency as set forth in law and regulations.

Step Two: Provide information about student and enrolling person.

Student First Name: **Student Last Name:** **DOB:**

Name of School in the 2026-27 School Year:

Enrolling person (see page 2) > **First Name:** **Last Name:**

I am the:
- ☐ student's parent
- ☐ student's legal guardian/custodian (provide proof)*
- ☐ adult student
- ☐ student's Other Primary Caregiver and completed the OPC Form
- ☐ minor parent and completed the sworn statement
- ☐ legal guardian signing on behalf of an adult student (limited uses)**

Address of enrolling person: **Apt.:**

City: **State:** **ZIP:** **DC Resident:** ☐ Yes ☐ No

Email: **Phone:**

Step Three: Sign Certification of Residency Requirements.

- **I agree to notify the school within three (3) school days of any change in my residence and complete a new DC Residency Verification Form.**
- I certify that I am the adult student or the student's legal parent, guardian, custodian, or Other Primary Caregiver (OPC); that I have established and will maintain a physical presence in the District as defined in 5A DCMR § 5004; and that I am submitting valid documentation to verify residency or have identified myself as a non-resident and will complete the required tuition agreement and payment.
- I authorize OSSE to obtain and verify information about my residency status from the District, the Federal government and any state or local government agency or program (including agencies in Maryland and Virginia), including but not limited to the DC Department of Human Services (DHS), DC Housing Authority (DCHA), Department of Health Care Finance (DHCF), Virginia Department of Taxation, Maryland Comptroller's Office, the Department of Motor Vehicles, and programs such as Medicaid, Temporary Assistance for Needy Families [TANF], or Supplemental Nutrition Assistance Program [SNAP], for the purpose of verifying my residency for enrollment in a DC public or public charter school. OSSE will protect my information in accordance with applicable federal, District and state laws.
- I authorize OSSE or its designee to verify any document submitted to prove residency, including but not limited to paystubs or employment records, and to contact other individuals listed on enrollment records (e.g., another parent, guardian, custodian, or OPC) to confirm my residency.
- I understand that if OSSE determines I am not a resident or an approved non-resident under 5A DCMR § 5007, I may have to pay back tuition and the student may be withdrawn.
- I understand that providing false information or documentation may result in referral to DC Office of the Inspector General (OIG) for criminal prosecution or to the DC Office of the Attorney General (OAG) civil penalties under DC Code § 38-312, including fines up to $2,000 or imprisonment up to 90 days.
- I understand that this form and supporting documentation will be kept by the school. I agree that it can be shared with OSSE, external auditors, and other District agencies (e.g., OIG, OAG) for verification purposes.
- I authorize OSSE's Office of Enrollment and Residency and the DC Office of Tax and Revenue (OTR) to share and review my District tax filings for up to three (3) years to confirm residency.

Enrolling Person SIGN HERE: _____ **DATE:** _____

Step Four: Submit this completed form and applicable documentation to your school.

SCHOOL OFFICIAL USE ONLY The following method was used to verify District of Columbia residency. Choose ONE method.

I certify, under the penalties of perjury, that I have personally reviewed all the documents presented and affirm that the information represented above is true to the best of my knowledge, information and belief. I also affirm that all supporting documentation to this form will be retained by the school and made available to OSSE, external auditors, and other agencies, including but not limited, to the DC Office of the Inspector General and the DC Office of the Attorney General, upon request.

School Official Name (print): _____ **Signature:** _____ **Date:** _____

Method A: School official verified
- ☐ OSSE Residency Verified (QLIK, ASPEN, or CBO Subsidy)
- ☐ Homeless liaison verified
- ☐ Ward of DC
- ☐ Address Confidentiality Program (ACP)

Method B: Select one document
- ☐ Pay stub
- ☐ DC Gov. financial assistance
- ☐ Certified DC Tax Form-D40
- ☐ Military housing orders
- ☐ Embassy letter

Method B: Select two documents
- ☐ DC motor vehicle registration
- ☐ DC driver's license/non-driver ID
- ☐ Lease with proof of payment
- ☐ Utility bill with proof of payment

- ☐ **Method C: Home visit**
- ☐ **Non-resident**

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DCRV Form

(page 1)

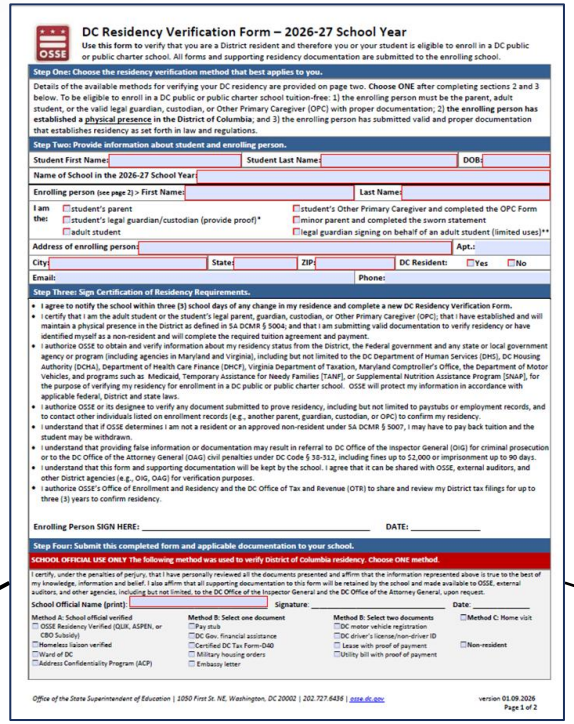
Required of ALL students enrolling in a District public school.

The form must be complete with each box and section filled out (N/A if not applicable).

The enrolling person must sign and date.

The school official must sign and date.

***DO NOT COMPLETE BEFORE March 27, 2026**



DC Residency Verification Form – 2026-27 School Year

Use this form to verify that you are a District resident and therefore you or your student is eligible to enroll in a DC public or public charter school. All forms and supporting residency documentation are submitted to the enrolling school.

Step One: Choose the residency verification method that best applies to you.

Details of the available methods for verifying your DC residency are provided on page two. **Choose ONE** after completing sections 2 and 3 below. To be eligible to enroll in a DC public or public charter school tuition-free: 1) the enrolling person must be the parent, adult student, or the valid legal guardian, custodian, or Other Primary Caregiver (OPC) with proper documentation; 2) **the enrolling person has established a physical presence** in the District of Columbia; and 3) the enrolling person has submitted valid and proper documentation that establishes residency as set forth in law and regulations.

Step Two: Provide information about student and enrolling person.

Student First Name: | Student Last Name: | DOB:

Name of School in the 2026-27 School Year:

Enrolling person (see page 2) > First Name: | Last Name:

I am the: ☐ student's parent ☐ student's legal guardian/custodian (provide proof)* ☐ adult student ☐ student's Other Primary Caregiver and completed the OPC Form ☐ minor parent and completed the sworn statement ☐ legal guardian signing on behalf of an adult student (limited uses)**

Address of enrolling person: | Apt.:

City: | State: | ZIP: | DC Resident: ☐ Yes ☐ No

Email: | Phone:

Step Three: Sign Certification of Residency Requirements.

- **I agree to notify the school within three (3) school days of any change in my residence and complete a new DC Residency Verification Form.**
- I certify that I am the adult student or the student's legal parent, guardian, custodian, or Other Primary Caregiver (OPC); that I have established and will maintain a physical presence in the District as defined in 5A DCMR § 5004; and that I am submitting valid documentation to verify residency or have identified myself as a non-resident and will complete the required tuition agreement and payment.
- I authorize OSSE to obtain and verify information about my residency status from the District, the Federal government and any state or local government agency or program (including agencies in Maryland and Virginia), including but not limited to the DC Department of Human Services (DHS), DC Housing Authority (DCHA), Department of Health Care Finance (DHCF), Virginia Department of Taxation, Maryland Comptroller's Office, the Department of Motor Vehicles, and programs such as Medicaid, Temporary Assistance for Needy Families [TANF], or Supplemental Nutrition Assistance Program [SNAP], for the purpose of verifying my residency for enrollment in a DC public or public charter school. OSSE will protect my information in accordance with applicable federal, District and state laws.
- I authorize OSSE or its designee to verify any document submitted to prove residency, including but not limited to paystubs or employment records, and to contact other individuals listed on enrollment records (e.g., another parent, guardian, custodian, or OPC) to confirm my residency.
- I understand that if OSSE determines I am not a resident or an approved non-resident under 5A DCMR § 5007, I may have to pay back tuition and the student may be withdrawn.
- I understand that providing false information or documentation may result in referral to DC Office of the Inspector General (OIG) for criminal prosecution or to the DC Office of the Attorney General (OAG) civil penalties under DC Code § 38-312, including fines up to $2,000 or imprisonment up to 90 days.
- I understand that this form and supporting documentation will be kept by the school. I agree that it can be shared with OSSE, external auditors, and other District agencies (e.g., OIG, OAG) for verification purposes.
- I authorize OSSE's Office of Enrollment and Residency and the DC Office of Tax and Revenue (OTR) to share and review my District tax filings for up to three (3) years to confirm residency.

Enrolling Person SIGN HERE: _____ DATE: _____

Step Four: Submit this completed form and applicable documentation to your school.

SCHOOL OFFICIAL USE ONLY The following method was used to verify District of Columbia residency. Choose ONE method.

I certify, under the penalties of perjury, that I have personally reviewed all the documents presented and affirm that the information represented above is true to the best of my knowledge, information and belief. I also affirm that all supporting documentation to this form will be retained by the school and made available to OSSE, external auditors, and other agencies, including but not limited, to the DC Office of the Inspector General and the DC Office of the Attorney General, upon request.

School Official Name (print): _____ Signature: _____ Date: _____

Method A: School official verified ☐ OSSE Residency Verified (QLIK, ASPEN, or CBO Subsidy) ☐ Homeless liaison verified ☐ Ward of DC ☐ Address Confidentiality Program (ACP)

Method B: Select one document ☐ Pay stub ☐ DC Gov. financial assistance ☐ Certified DC Tax Form-D40 ☐ Military housing orders ☐ Embassy letter

Method B: Select two documents ☐ DC motor vehicle registration ☐ DC driver's license/non-driver ID ☐ Lease with payment ☐ Utility bill with payment

☐ Method C: Home visit

☐ Non-resident

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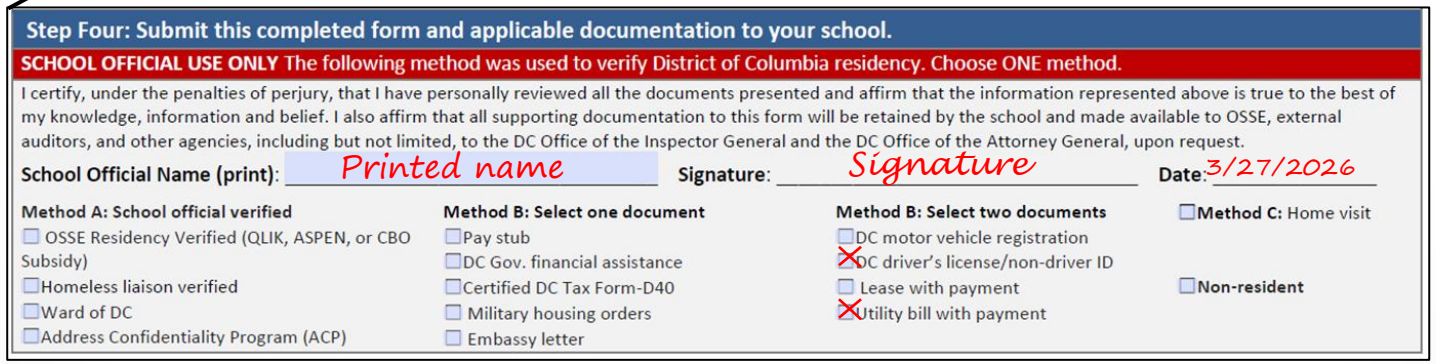

Step Four: Submit this completed form and applicable documentation to your school.

SCHOOL OFFICIAL USE ONLY The following method was used to verify District of Columbia residency. Choose ONE method.

I certify, under the penalties of perjury, that I have personally reviewed all the documents presented and affirm that the information represented above is true to the best of my knowledge, information and belief. I also affirm that all supporting documentation to this form will be retained by the school and made available to OSSE, external auditors, and other agencies, including but not limited, to the DC Office of the Inspector General and the DC Office of the Attorney General, upon request.

School Official Name (print): Printed name **Signature:** Signature **Date:** 3/27/2026

Method A: School official verified
- ☐ OSSE Residency Verified (QLIK, ASPEN, or CBO Subsidy)
- ☐ Homeless liaison verified
- ☐ Ward of DC
- ☐ Address Confidentiality Program (ACP)

Method B: Select one document
- ☐ Pay stub
- ☐ DC Gov. financial assistance
- ☐ Certified DC Tax Form-D40
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- ☐ Embassy letter

Method B: Select two documents
- ☐ DC motor vehicle registration
- ☒ DC driver's license/non-driver ID
- ☐ Lease with payment
- ☒ Utility bill with payment

☐ **Method C:** Home visit

☐ **Non-resident**

DCRV and the School Official

School official certifies that they have reviewed all documentation presented.

School official identifies documents submitted.

School official affirms that the information presented is true to the best of their knowledge.

School official affirms that the documentation will be retained.

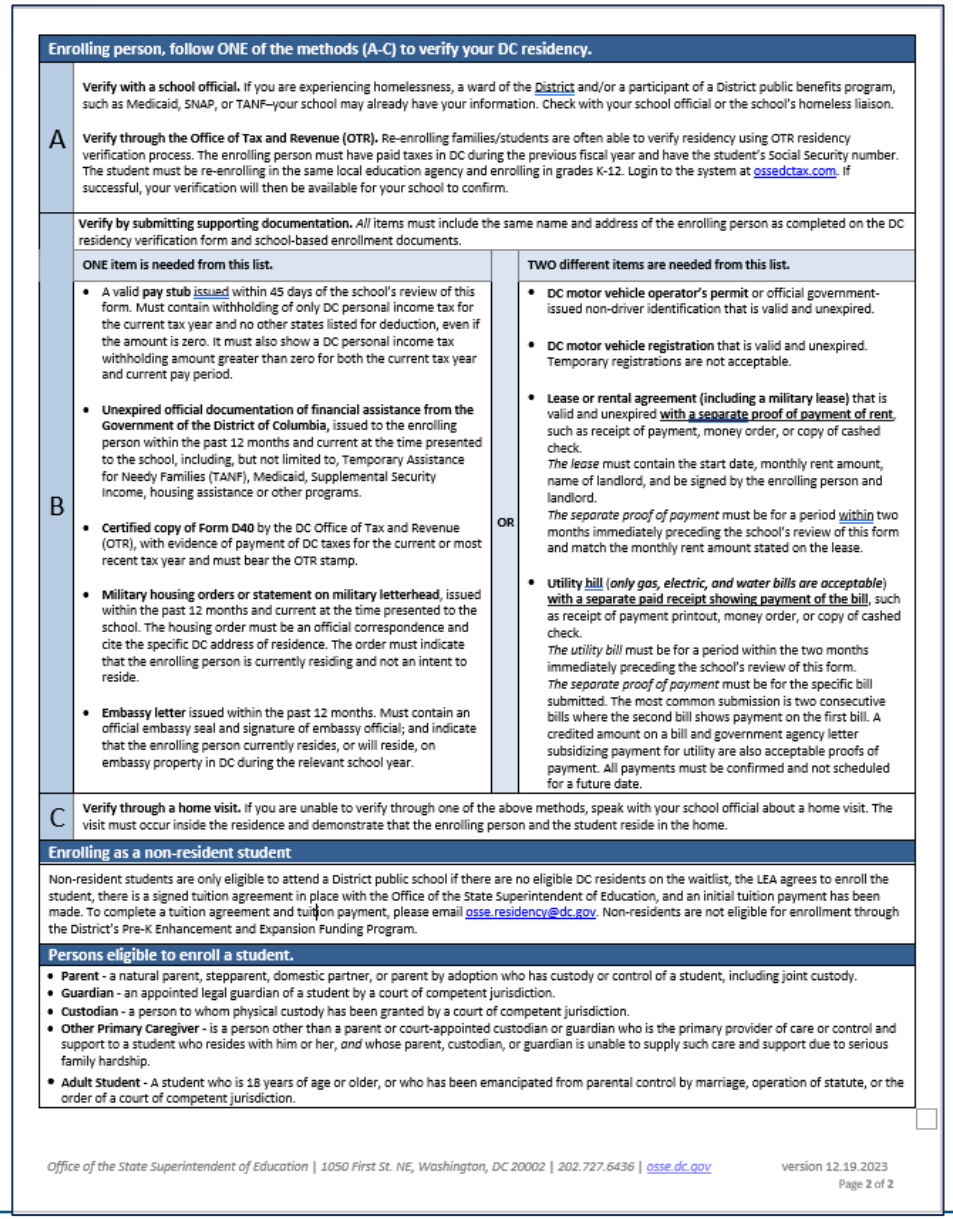
School official completes *after* the enrolling person.

Should not have school officials sign for their own student.

Establish an internal audit to ensure forms are complete by both enrolling person and school official.

Important for verifying dates of supporting residency documents.

Page 2



Enrolling person, follow ONE of the methods (A-C) to verify your DC residency.

A

Verify with a school official. If you are experiencing homelessness, a ward of the District and/or a participant of a District public benefits program, such as Medicaid, SNAP, or TANF–your school may already have your information. Check with your school official or the school's homeless liaison.

Verify through the Office of Tax and Revenue (OTR). Re-enrolling families/students are often able to verify residency using OTR residency verification process. The enrolling person must have paid taxes in DC during the previous fiscal year and have the student's Social Security number. The student must be re-enrolling in the same local education agency and enrolling in grades K-12. Login to the system at ossedctax.com. If successful, your verification will then be available for your school to confirm.

B

Verify by submitting supporting documentation. *All* items must include the same name and address of the enrolling person as completed on the DC residency verification form and school-based enrollment documents.

ONE item is needed from this list.

- A valid **pay stub** issued within 45 days of the school's review of this form. Must contain withholding of only DC personal income tax for the current tax year and no other states listed for deduction, even if the amount is zero. It must also show a DC personal income tax withholding amount greater than zero for both the current tax year and current pay period.
- **Unexpired official documentation of financial assistance from the Government of the District of Columbia,** issued to the enrolling person within the past 12 months and current at the time presented to the school, including, but not limited to, Temporary Assistance for Needy Families (TANF), Medicaid, Supplemental Security Income, housing assistance or other programs.
- **Certified copy of Form D40** by the DC Office of Tax and Revenue (OTR), with evidence of payment of DC taxes for the current or most recent tax year and must bear the OTR stamp.
- **Military housing orders or statement on military letterhead**, issued within the past 12 months and current at the time presented to the school. The housing order must be an official correspondence and cite the specific DC address of residence. The order must indicate that the enrolling person is currently residing and not an intent to reside.
- **Embassy letter** issued within the past 12 months. Must contain an official embassy seal and signature of embassy official; and indicate that the enrolling person currently resides, or will reside, on embassy property in DC during the relevant school year.

OR

TWO different items are needed from this list.

- **DC motor vehicle operator's permit** or official government-issued non-driver identification that is valid and unexpired.
- **DC motor vehicle registration** that is valid and unexpired. Temporary registrations are not acceptable.
- **Lease or rental agreement (including a military lease)** that is valid and unexpired **with a separate proof of payment of rent**, such as receipt of payment, money order, or copy of cashed check.
  The lease must contain the start date, monthly rent amount, name of landlord, and be signed by the enrolling person and landlord.
  The separate proof of payment must be for a period within two months immediately preceding the school's review of this form and match the monthly rent amount stated on the lease.
- **Utility bill** (*only gas, electric, and water bills are acceptable*) **with a separate paid receipt showing payment of the bill**, such as receipt of payment printout, money order, or copy of cashed check.
  The utility bill must be for a period within the two months immediately preceding the school's review of this form.
  The separate proof of payment must be for the specific bill submitted. The most common submission is two consecutive bills where the second bill shows payment on the first bill. A credited amount on a bill and government agency letter subsidizing payment for utility are also acceptable proofs of payment. All payments must be confirmed and not scheduled for a future date.

C

Verify through a home visit. If you are unable to verify through one of the above methods, speak with your school official about a home visit. The visit must occur inside the residence and demonstrate that the enrolling person and the student reside in the home.

Enrolling as a non-resident student

Non-resident students are only eligible to attend a District public school if there are no eligible DC residents on the waitlist, the LEA agrees to enroll the student, there is a signed tuition agreement in place with the Office of the State Superintendent of Education, and an initial tuition payment has been made. To complete a tuition agreement and tuition payment, please email osse.residency@dc.gov. Non-residents are not eligible for enrollment through the District's Pre-K Enhancement and Expansion Funding Program.

Persons eligible to enroll a student.

- **Parent** - a natural parent, stepparent, domestic partner, or parent by adoption who has custody or control of a student, including joint custody.
- **Guardian** - an appointed legal guardian of a student by a court of competent jurisdiction.
- **Custodian** - a person to whom physical custody has been granted by a court of competent jurisdiction.
- **Other Primary Caregiver** - is a person other than a parent or court-appointed custodian or guardian who is the primary provider of care or control and support to a student who resides with him or her, *and* whose parent, custodian, or guardian is unable to supply such care and support due to serious family hardship.
- **Adult Student** - A student who is 18 years of age or older, or who has been emancipated from parental control by marriage, operation of statute, or the order of a court of competent jurisdiction.

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DCRV Form

(page 2)

Detailed information about valid supporting residency documentation.

Information about enrolling as a non-resident.

Definitions of persons eligible to enroll a student.

***DO NOT COMPLETE BEFORE March 27, 2026**

Correcting errors on forms

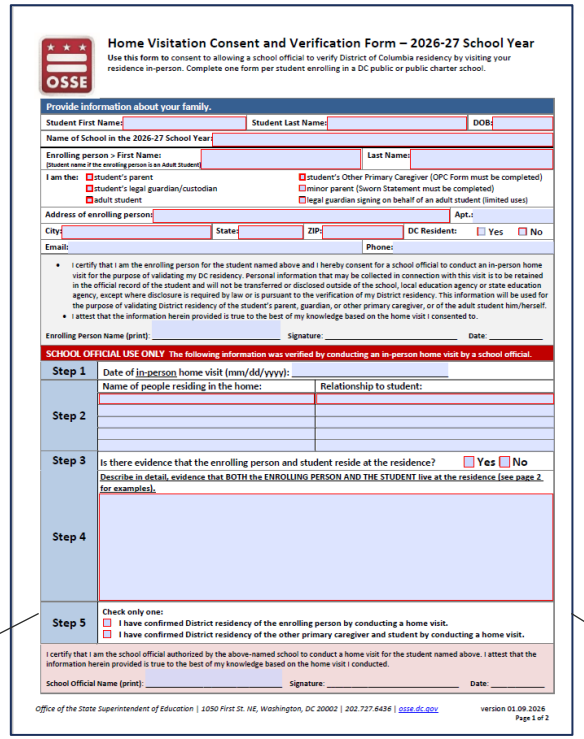
Complete a *New* form if:

- An edit is made to the form that changes what the enrolling person has *attested* to.
  - Dates
  - Names
  - Addresses
- An edit is made to the form that changes what the school official has *attested* to.
  - Dates

Edit the existing form if:

- A clarification edit is made to the form that does not change what the enrolling person attested to but clarifies.
  - City quadrant
  - Name prefixes/suffixes
  - Apartment number
  - Campus names (as long as the LEA is correct)

Page 1



Home Visitation Consent and Verification Form – 2026-27 School Year

Use this form to consent to allowing a school official to verify District of Columbia residency by visiting your residence in-person. Complete one form per student enrolling in a DC public or public charter school.

Provide information about your family.

Student First Name: | Student Last Name: | DOB:

Name of School in the 2026-27 School Year:

Enrolling person > First Name: [Student name if the enrolling person is an Adult Student] | Last Name:

I am the: ☐ student's parent ☐ student's legal guardian/custodian ☐ adult student ☐ student's Other Primary Caregiver (OPC Form must be completed) ☐ minor parent (Sworn Statement must be completed) ☐ legal guardian signing on behalf of an adult student (limited uses)

Address of enrolling person: | Apt.:

City: | State: | ZIP: | DC Resident: ☐ Yes ☐ No

Email: | Phone:

- I certify that I am the enrolling person for the student named above and I hereby consent for a school official to conduct an in-person home visit for the purpose of validating my DC residency. Personal information that may be collected in connection with this visit is to be retained in the official record of the student and will not be transferred or disclosed outside of the school, local education agency or state education agency, except where disclosure is required by law or is pursuant to the verification of my District residency. This information will be used for the purpose of validating District residency of the student's parent, guardian, or other primary caregiver, or of the adult student him/herself.
- I attest that the information herein provided is true to the best of my knowledge based on the home visit I consented to.

Enrolling Person Name (print): _____ Signature: _____ Date: _____

SCHOOL OFFICIAL USE ONLY The following information was verified by conducting an in-person home visit by a school official.

Step 1 Date of in-person home visit (mm/dd/yyyy): _____

Step 2

Name of people residing in the home:	Relationship to student:

Step 3 Is there evidence that the enrolling person and student reside at the residence? ☐ Yes ☐ No

Step 4 Describe in detail, evidence that BOTH the ENROLLING PERSON AND THE STUDENT live at the residence (see page 2 for examples).

Step 5 Check only one:
☐ I have confirmed District residency of the enrolling person by conducting a home visit.
☐ I have confirmed District residency of the other primary caregiver and student by conducting a home visit.

I certify that I am the school official authorized by the above-named school to conduct a home visit for the student named above. I attest that the information herein provided is true to the best of my knowledge based on the home visit I conducted.

School Official Name (print): _____ Signature: _____ Date: _____

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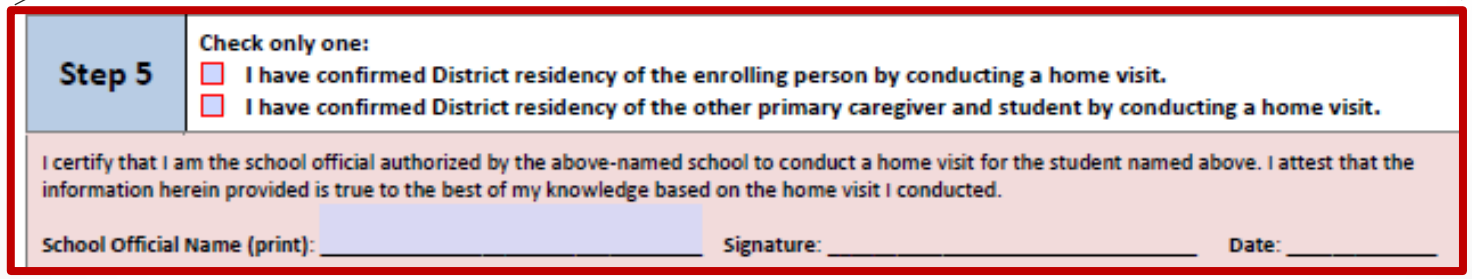


Step 5

Check only one:
☐ I have confirmed District residency of the enrolling person by conducting a home visit.
☐ I have confirmed District residency of the other primary caregiver and student by conducting a home visit.

I certify that I am the school official authorized by the above-named school to conduct a home visit for the student named above. I attest that the information herein provided is true to the best of my knowledge based on the home visit I conducted.

School Official Name (print): _____ Signature: _____ Date: _____

Home Visit Consent and Verification Form

Form is used to provide consent and conduct the home visit.

The enrolling person must sign and date to provide consent and to confirm that a home visit has been conducted.

The school official must complete the form.

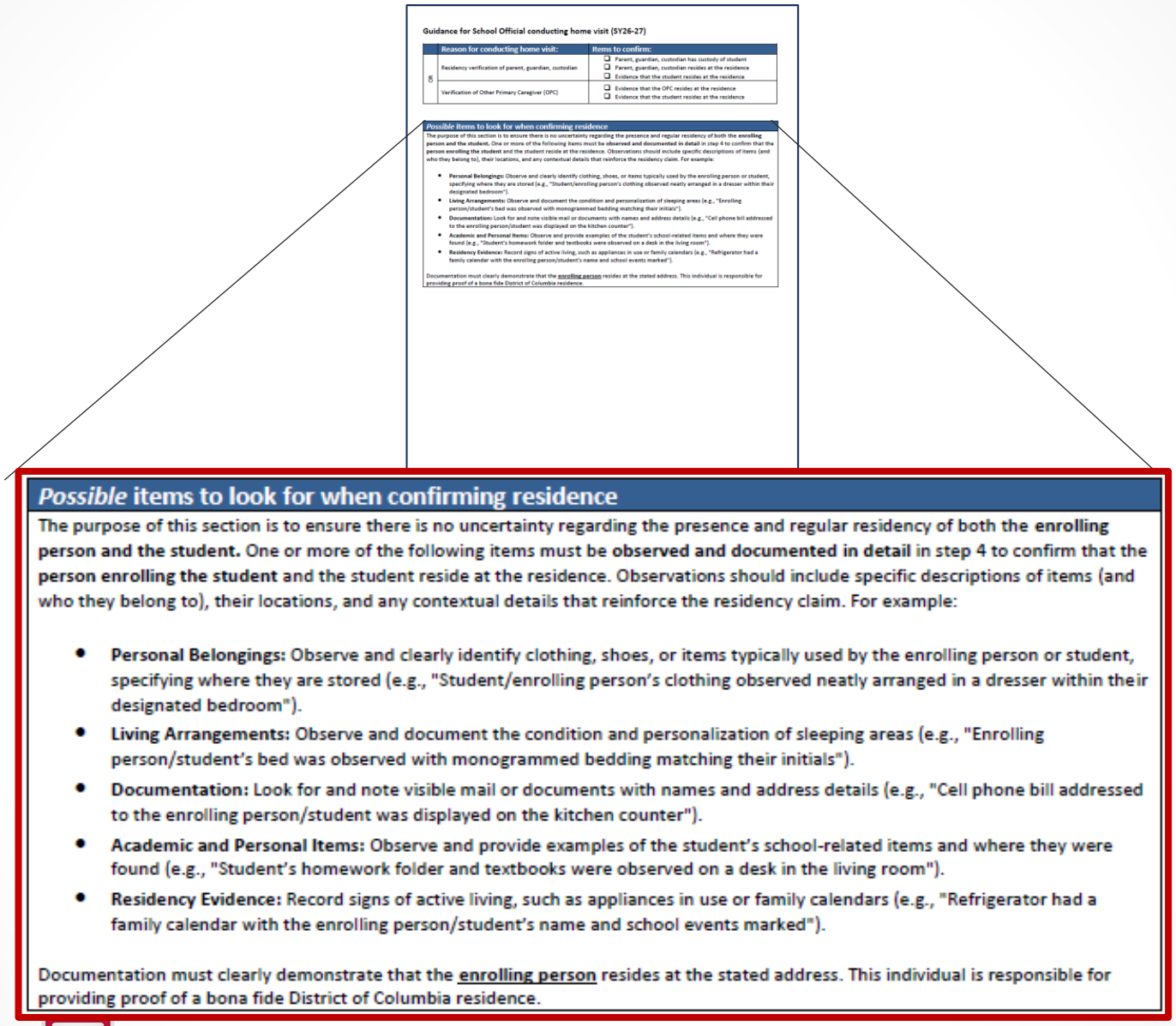
The school official must sign and date.

*** NEW for 2026-27 School Year***

The enrolling person's combined consent to home visit and attestation signature section has been moved from the bottom of the form to the section at the top.

Step 5: Removed the two options that indicated that evidence of DC residency was not found at the visit.

Page 2



Guidance for School Official conducting home visit (SY26-27)

	Reason for conducting home visit:	Items to confirm:
OR	Residency verification of parent, guardian, custodian	❑ Parent, guardian, custodian has custody of student ❑ Parent, guardian, custodian resides at the residence ❑ Evidence that the student resides at the residence
	Verification of Other Primary Caregiver (OPC)	❑ Evidence that the OPC resides at the residence ❑ Evidence that the student resides at the residence

***Possible* items to look for when confirming residence**

The purpose of this section is to ensure there is no uncertainty regarding the presence and regular residency of both the **enrolling person and the student.** One or more of the following items must be **observed and documented in detail** in step 4 to confirm that the **person enrolling the student** and the student reside at the residence. Observations should include specific descriptions of items (and who they belong to), their locations, and any contextual details that reinforce the residency claim. For example:

- **Personal Belongings:** Observe and clearly identify clothing, shoes, or items typically used by the enrolling person or student, specifying where they are stored (e.g., "Student/enrolling person's clothing observed neatly arranged in a dresser within their designated bedroom").
- **Living Arrangements:** Observe and document the condition and personalization of sleeping areas (e.g., "Enrolling person/student's bed was observed with monogrammed bedding matching their initials").
- **Documentation:** Look for and note visible mail or documents with names and address details (e.g., "Cell phone bill addressed to the enrolling person/student was displayed on the kitchen counter").
- **Academic and Personal Items:** Observe and provide examples of the student's school-related items and where they were found (e.g., "Student's homework folder and textbooks were observed on a desk in the living room").
- **Residency Evidence:** Record signs of active living, such as appliances in use or family calendars (e.g., "Refrigerator had a family calendar with the enrolling person/student's name and school events marked").

Documentation must clearly demonstrate that the **enrolling person** resides at the stated address. This individual is responsible for providing proof of a bona fide District of Columbia residence.

Home Visit Consent and Verification Form Updated Guidance

NEW for SY2026-27

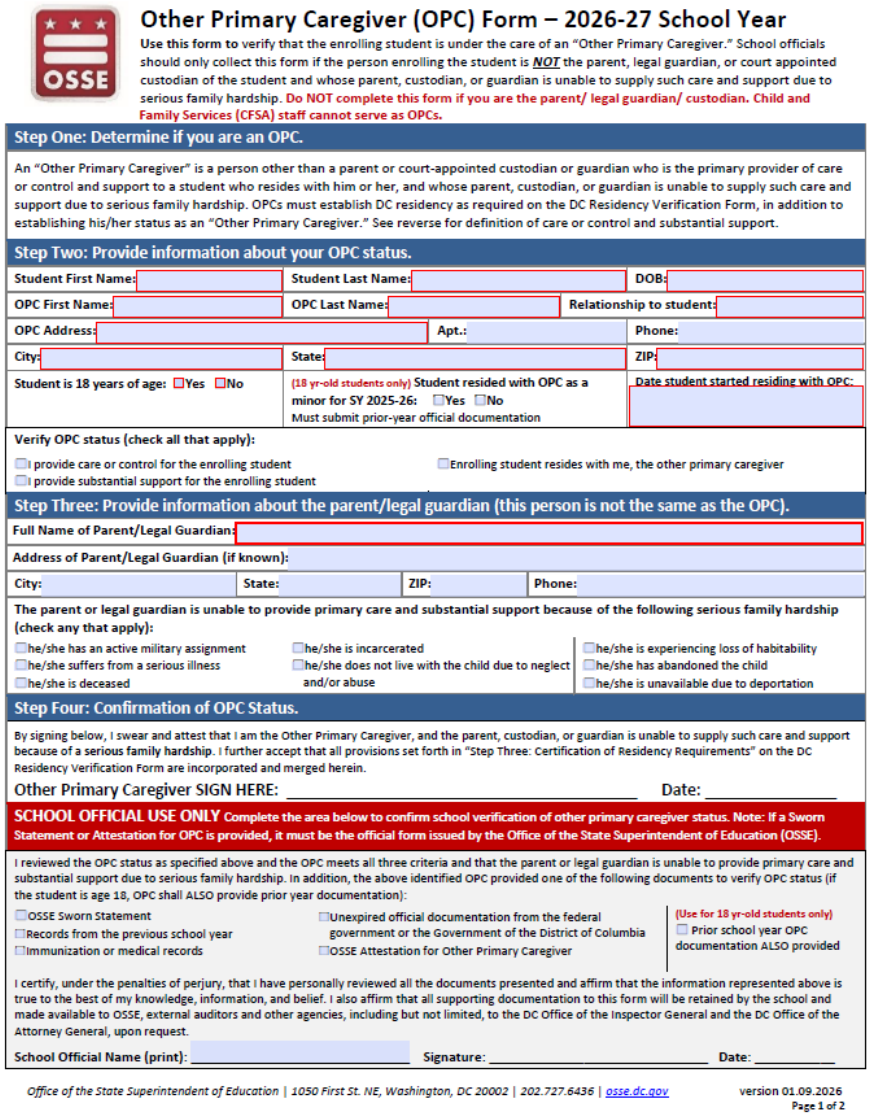
Increased emphasis that the home visit MUST demonstrate that the ENROLLING PERSON lives in the home.

More detailed guidance is provided to LEAs on how to complete step 4 of the Home Visitation and Consent form.

Guidance includes examples of the type of details that are expected when completing the home visit form.

The amount of space in the step 4 field has been increased to provide LEAs with space to complete this form sufficiently.

Page 1



Other Primary Caregiver (OPC) Form – 2026-27 School Year

Use this form to verify that the enrolling student is under the care of an "Other Primary Caregiver." School officials should only collect this form if the person enrolling the student is ***NOT*** the parent, legal guardian, or court appointed custodian of the student and whose parent, custodian, or guardian is unable to supply such care and support due to serious family hardship. **Do NOT complete this form if you are the parent/ legal guardian/ custodian. Child and Family Services (CFSA) staff cannot serve as OPCs.**

Step One: Determine if you are an OPC.

An "Other Primary Caregiver" is a person other than a parent or court-appointed custodian or guardian who is the primary provider of care or control and support to a student who resides with him or her, and whose parent, custodian, or guardian is unable to supply such care and support due to serious family hardship. OPCs must establish DC residency as required on the DC Residency Verification Form, in addition to establishing his/her status as an "Other Primary Caregiver." See reverse for definition of care or control and substantial support.

Step Two: Provide information about your OPC status.

Student First Name:	Student Last Name:	DOB:
OPC First Name:	OPC Last Name:	Relationship to student:
OPC Address:	Apt.:	Phone:
City:	State:	ZIP:
Student is 18 years of age: ☐Yes ☐No	(18 yr-old students only) Student resided with OPC as a minor for SY 2025-26: ☐Yes ☐No Must submit prior-year official documentation	Date student started residing with OPC:

Verify OPC status (check all that apply):

☐I provide care or control for the enrolling student
☐I provide substantial support for the enrolling student
☐Enrolling student resides with me, the other primary caregiver

Step Three: Provide information about the parent/legal guardian (this person is not the same as the OPC).

Full Name of Parent/Legal Guardian:			
Address of Parent/Legal Guardian (if known):			
City:	State:	ZIP:	Phone:

The parent or legal guardian is unable to provide primary care and substantial support because of the following serious family hardship (check any that apply):

☐he/she has an active military assignment
☐he/she suffers from a serious illness
☐he/she is deceased
☐he/she is incarcerated
☐he/she does not live with the child due to neglect and/or abuse
☐he/she is experiencing loss of habitability
☐he/she has abandoned the child
☐he/she is unavailable due to deportation

Step Four: Confirmation of OPC Status.

By signing below, I swear and attest that I am the Other Primary Caregiver, and the parent, custodian, or guardian is unable to supply such care and support because of a **serious family hardship**. I further accept that all provisions set forth in "Step Three: Certification of Residency Requirements" on the DC Residency Verification Form are incorporated and merged herein.

Other Primary Caregiver SIGN HERE: _____ Date: _____

SCHOOL OFFICIAL USE ONLY Complete the area below to confirm school verification of other primary caregiver status. Note: If a Sworn Statement or Attestation for OPC is provided, it must be the official form issued by the Office of the State Superintendent of Education (OSSE).

I reviewed the OPC status as specified above and the OPC meets all three criteria and that the parent or legal guardian is unable to provide primary care and substantial support due to serious family hardship. In addition, the above identified OPC provided one of the following documents to verify OPC status (if the student is age 18, OPC shall ALSO provide prior year documentation):

☐OSSE Sworn Statement
☐Records from the previous school year
☐Immunization or medical records
☐Unexpired official documentation from the federal government or the Government of the District of Columbia
☐OSSE Attestation for Other Primary Caregiver

(Use for 18 yr-old students only)
☐ Prior school year OPC documentation ALSO provided

I certify, under the penalties of perjury, that I have personally reviewed all the documents presented and affirm that the information represented above is true to the best of my knowledge, information, and belief. I also affirm that all supporting documentation to this form will be retained by the school and made available to OSSE, external auditors and other agencies, including but not limited, to the DC Office of the Inspector General and the DC Office of the Attorney General, upon request.

School Official Name (print): _____ Signature: _____ Date: _____

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Other Primary Caregiver (OPC) Form

The OPC form is **required** if "OPC" is selected as the enrolling person on the DCRV.

Completed by ***eligible*** OPCs enrolling a student.

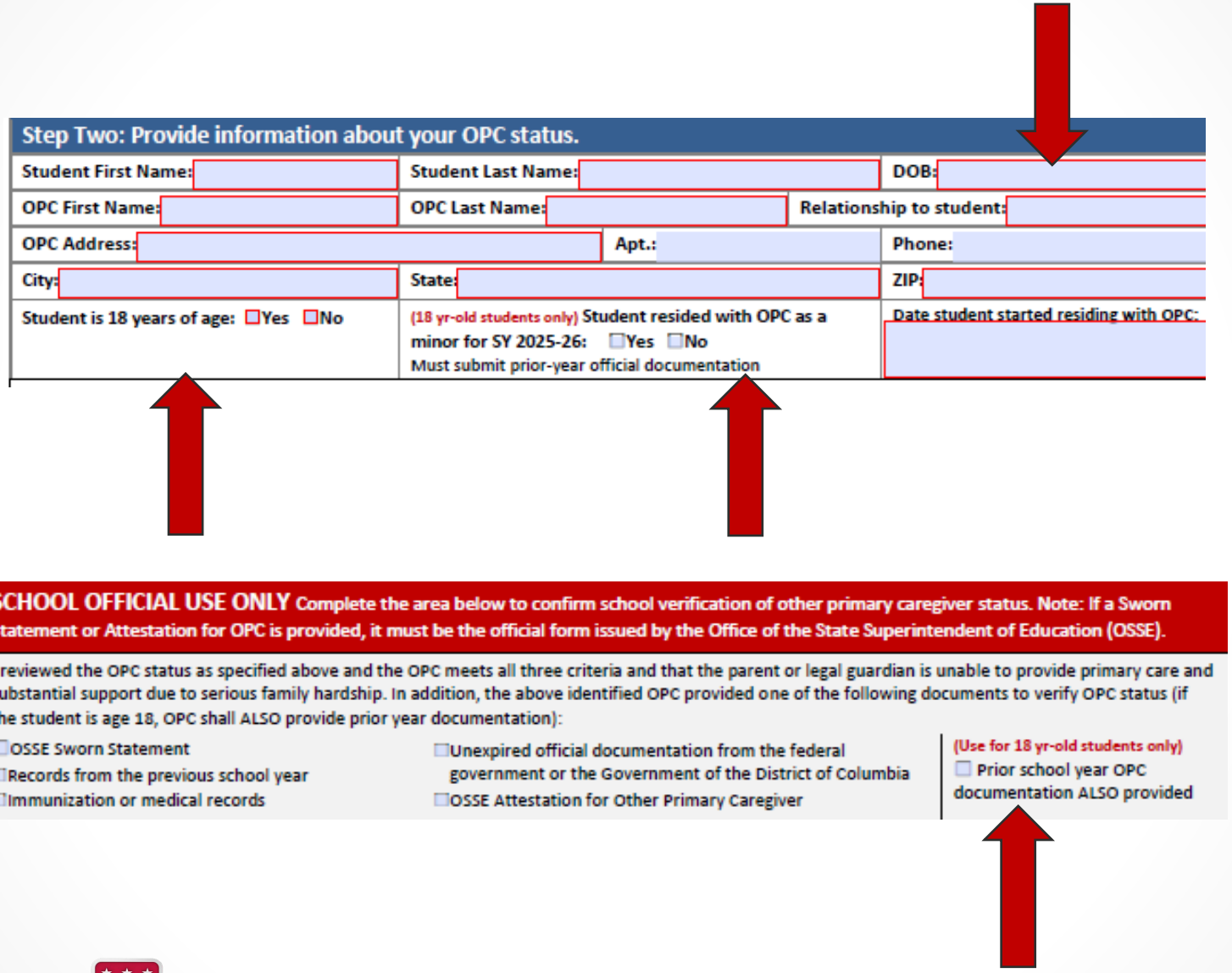
OPC must sign and date.

School official confirms that parent, guardian, or custodian cannot provide care and support due to *serious family hardship*.

The school official must sign and date.

Form must accompany one of the required documents used to verify OPC status.

Page 1



Step Two: Provide information about your OPC status.

Student First Name:	Student Last Name:	DOB:
OPC First Name:	OPC Last Name:	Relationship to student:
OPC Address:	Apt.:	Phone:
City:	State:	ZIP:
Student is 18 years of age: ☐Yes ☐No	(18 yr-old students only) Student resided with OPC as a minor for SY 2025-26: ☐Yes ☐No Must submit prior-year official documentation	Date student started residing with OPC:

SCHOOL OFFICIAL USE ONLY Complete the area below to confirm school verification of other primary caregiver status. Note: If a Sworn Statement or Attestation for OPC is provided, it must be the official form issued by the Office of the State Superintendent of Education (OSSE).

I reviewed the OPC status as specified above and the OPC meets all three criteria and that the parent or legal guardian is unable to provide primary care and substantial support due to serious family hardship. In addition, the above identified OPC provided one of the following documents to verify OPC status (if the student is age 18, OPC shall ALSO provide prior year documentation):

- ☐OSSE Sworn Statement
- ☐Records from the previous school year
- ☐Immunization or medical records
- ☐Unexpired official documentation from the federal government or the Government of the District of Columbia
- ☐OSSE Attestation for Other Primary Caregiver

(Use for 18 yr-old students only)
☐ Prior school year OPC documentation ALSO provided

Other Primary Caregiver (OPC) Form

*** NEW for SY2026-27***Adult students (18) enrolling themselves may continue with OPC documentation when the OPC served in that role the prior school year and can provide verification.

Forms now include new fields:

Student Date of Birth (DOB)

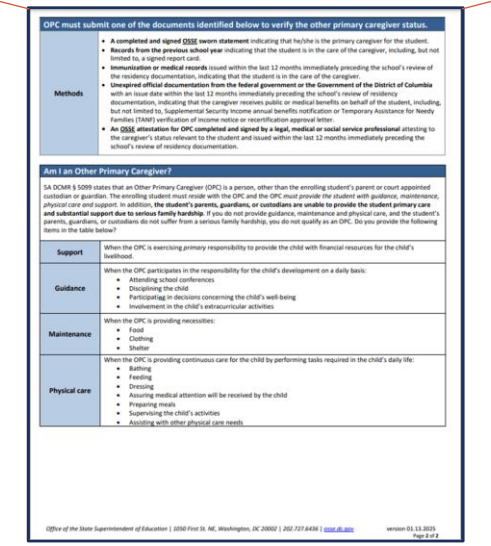
Student 18 years of age

Student resided with OPC as a minor in prior school year (18-year-olds only)*

*OPC must provide proof of OPC in current and prior school year

Page 2

OPC must submit one of the documents identified below to verify the other primary caregiver status.	
Methods	• **A completed and signed OSSE sworn statement** indicating that he/she is the primary caregiver for the student. • **Records from the previous school year** indicating that the student is in the care of the caregiver, including, but not limited to, a signed report card. • **Immunization or medical records** issued within the last 12 months immediately preceding the school's review of the residency documentation, indicating that the student is in the care of the caregiver. • **Unexpired official documentation from the federal government or the Government of the District of Columbia** with an issue date within the last 12 months immediately preceding the school's review of residency documentation, indicating that the caregiver receives public or medical benefits on behalf of the student, including, but not limited to, Supplemental Security Income annual benefits notification or Temporary Assistance for Needy Families (TANF) verification of income notice or recertification approval letter. • **An OSSE attestation for OPC completed and signed by a legal, medical or social service professional** attesting to the caregiver's status relevant to the student and issued within the last 12 months immediately preceding the school's review of residency documentation.

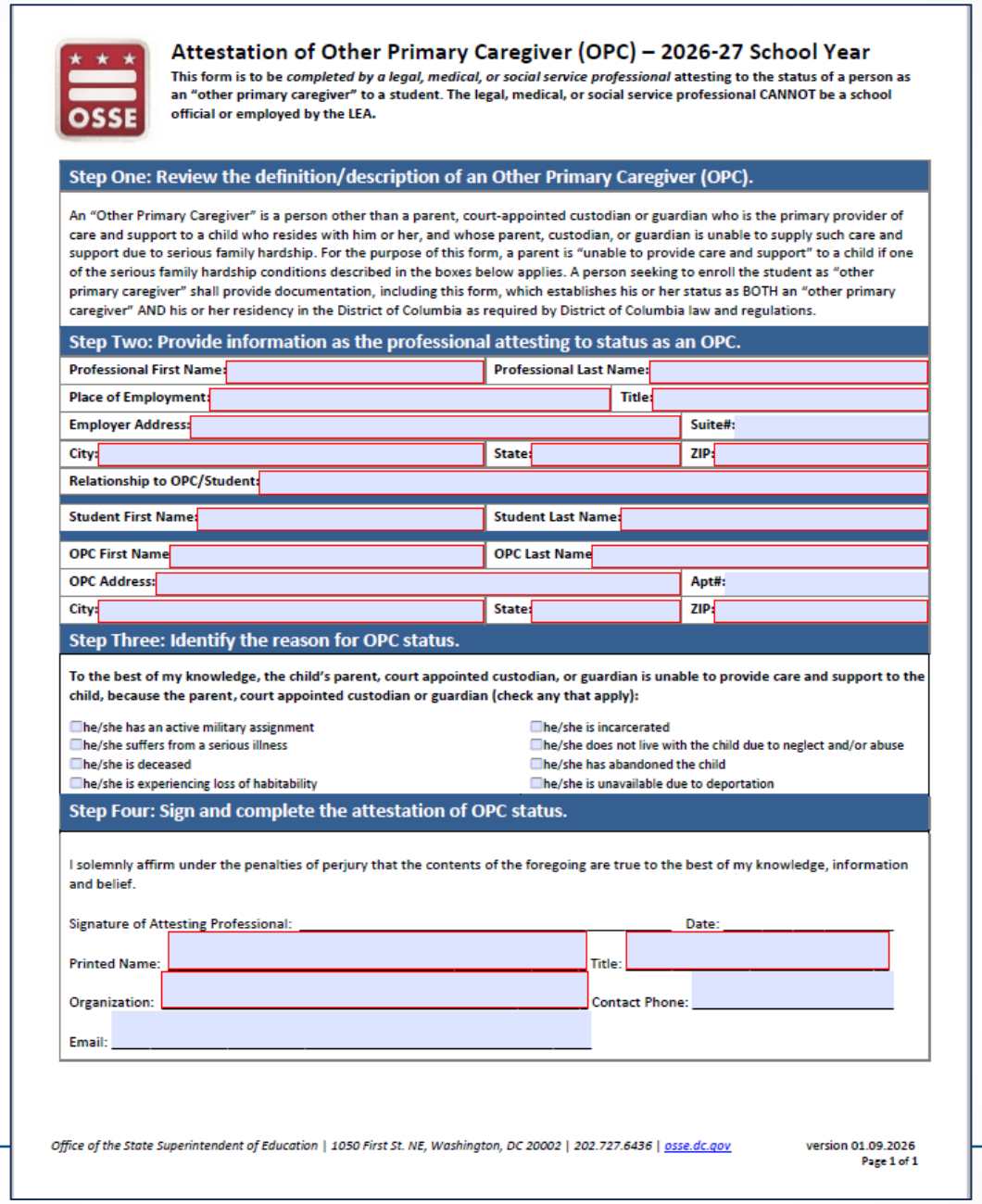


OPC Form

(page 2)

States the methods for verifying other primary caregiver status.

Provides guidance on what it means to provide primary care and substantial support.



Attestation of Other Primary Caregiver (OPC) – 2026-27 School Year

This form is to be *completed by a legal, medical, or social service professional* attesting to the status of a person as an "other primary caregiver" to a student. The legal, medical, or social service professional CANNOT be a school official or employed by the LEA.

Step One: Review the definition/description of an Other Primary Caregiver (OPC).

An "Other Primary Caregiver" is a person other than a parent, court-appointed custodian or guardian who is the primary provider of care and support to a child who resides with him or her, and whose parent, custodian, or guardian is unable to supply such care and support due to serious family hardship. For the purpose of this form, a parent is "unable to provide care and support" to a child if one of the serious family hardship conditions described in the boxes below applies. A person seeking to enroll the student as "other primary caregiver" shall provide documentation, including this form, which establishes his or her status as BOTH an "other primary caregiver" AND his or her residency in the District of Columbia as required by District of Columbia law and regulations.

Step Two: Provide information as the professional attesting to status as an OPC.

Professional First Name:		Professional Last Name:	
Place of Employment:		Title:	
Employer Address:		Suite#:	
City:	State:	ZIP:	
Relationship to OPC/Student:			
Student First Name:		Student Last Name:	
OPC First Name		OPC Last Name	
OPC Address:		Apt#:	
City:	State:	ZIP:	

Step Three: Identify the reason for OPC status.

To the best of my knowledge, the child's parent, court appointed custodian, or guardian is unable to provide care and support to the child, because the parent, court appointed custodian or guardian (check any that apply):

- ☐ he/she has an active military assignment
- ☐ he/she suffers from a serious illness
- ☐ he/she is deceased
- ☐ he/she is experiencing loss of habitability
- ☐ he/she is incarcerated
- ☐ he/she does not live with the child due to neglect and/or abuse
- ☐ he/she has abandoned the child
- ☐ he/she is unavailable due to deportation

Step Four: Sign and complete the attestation of OPC status.

I solemnly affirm under the penalties of perjury that the contents of the foregoing are true to the best of my knowledge, information and belief.

Signature of Attesting Professional: _____ Date: _____

Printed Name: _____ Title: _____

Organization: _____ Contact Phone: _____

Email: _____

Office of the State Superintendent of Education | 1050 First St. NE, Washington, DC 20002 | 202.727.6436 | osse.dc.gov

version 01.09.2026

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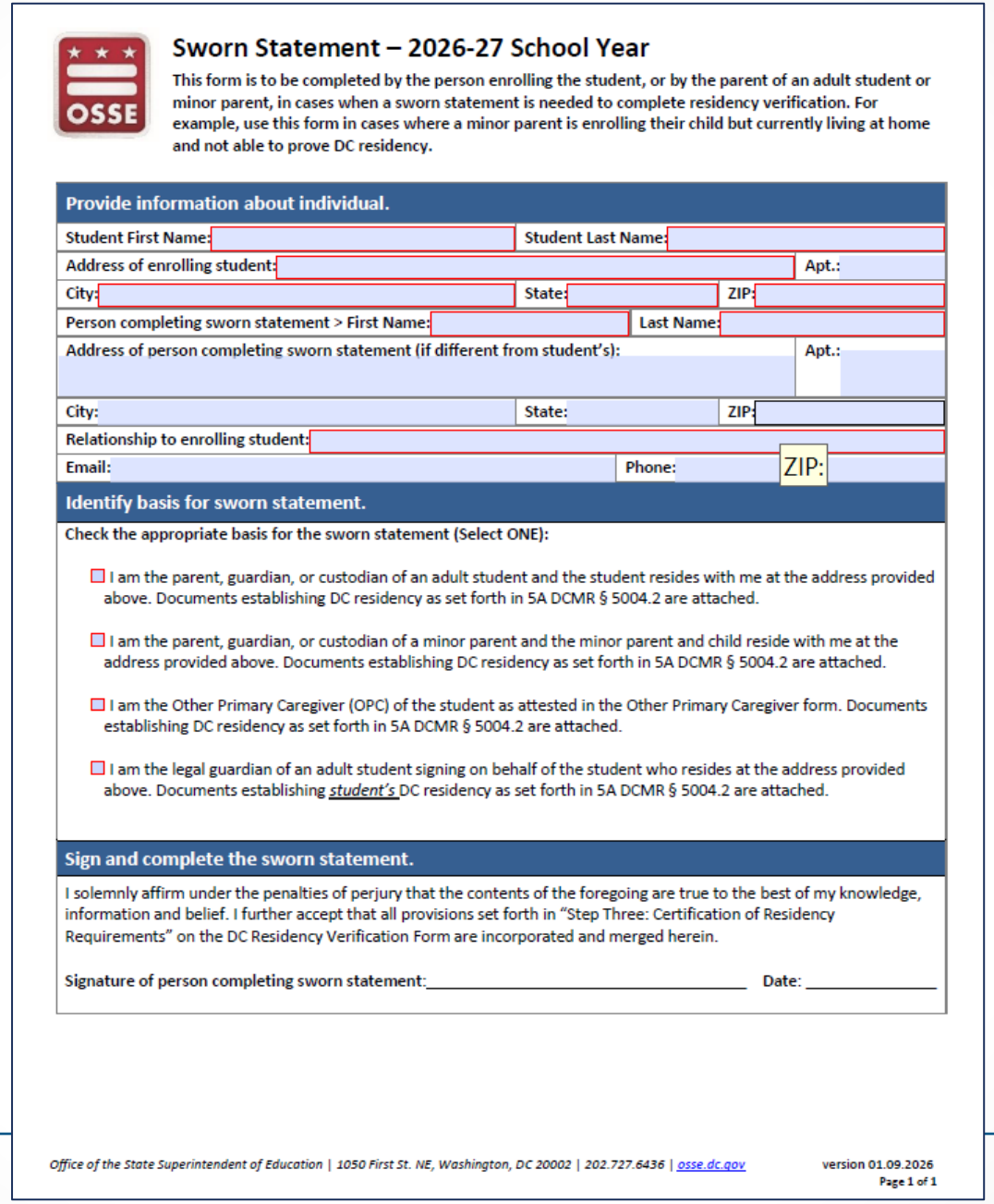
Attestation of OPC

Used as documentation to verify other primary caregiver status.

Not completed by the OPC.

Only completed by a legal, medical, or social service professional. This person CANNOT be employed by the LEA or School.

Attesting professional must sign and date.



Sworn Statement – 2026-27 School Year

This form is to be completed by the person enrolling the student, or by the parent of an adult student or minor parent, in cases when a sworn statement is needed to complete residency verification. For example, use this form in cases where a minor parent is enrolling their child but currently living at home and not able to prove DC residency.

Provide information about individual.

Student First Name: | Student Last Name:

Address of enrolling student: | Apt.:

City: | State: | ZIP:

Person completing sworn statement > First Name: | Last Name:

Address of person completing sworn statement (if different from student's): | Apt.:

City: | State: | ZIP:

Relationship to enrolling student:

Email: | Phone: | ZIP:

Identify basis for sworn statement.

Check the appropriate basis for the sworn statement (Select ONE):

- ☐ I am the parent, guardian, or custodian of an adult student and the student resides with me at the address provided above. Documents establishing DC residency as set forth in 5A DCMR § 5004.2 are attached.
- ☐ I am the parent, guardian, or custodian of a minor parent and the minor parent and child reside with me at the address provided above. Documents establishing DC residency as set forth in 5A DCMR § 5004.2 are attached.
- ☐ I am the Other Primary Caregiver (OPC) of the student as attested in the Other Primary Caregiver form. Documents establishing DC residency as set forth in 5A DCMR § 5004.2 are attached.
- ☐ I am the legal guardian of an adult student signing on behalf of the student who resides at the address provided above. Documents establishing *student's* DC residency as set forth in 5A DCMR § 5004.2 are attached.

Sign and complete the sworn statement.

I solemnly affirm under the penalties of perjury that the contents of the foregoing are true to the best of my knowledge, information and belief. I further accept that all provisions set forth in "Step Three: Certification of Residency Requirements" on the DC Residency Verification Form are incorporated and merged herein.

Signature of person completing sworn statement:_____ Date: _____

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version 01.09.2026

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Sworn Statement of Residency

Limited use cases:

A minor parent is enrolling a minor student – signed by minor parent's adult parent.

An adult student is living with an adult parent – signed by the adult parent.

An OPC is enrolling a minor student- signed by the OPC

A legal guardian of an adult student is signing on behalf of the student

Person completing sworn statement must sign and date.

Enrolling Person	Residency Forms Required
Parent, Guardian, Custodian	• DCRV • Residency supporting documentation
OPC	• DCRV • Residency supporting documentation • Other primary caregiver form • Other primary caregiver supporting documentation
Adult student	• DCRV • Residency supporting documentation
Adult student residing w/parent	• DCRV (completed by adult student) • Residency supporting documentation (of parent) • Sworn statement of residency (completed by parent)
Minor parent residing w/ adult parent	• DCRV (Completed by minor parent) • Residency supporting documentation (of adult parent) • Sworn statement of residency (completed by adult parent)
Legal guardian signing on behalf of an adult student (only select if an adult student is unable to sign for themselves due to physical or mental incapacitation)	• DCRV (completed by legal guardian) • Residency supporting documentation (of student) • Sworn statement of residency of student (completed by legal guardian)

Residency forms by enrolling person

Reminder: "Legal guardian signing on behalf of an adult student" only applies to a very specific subset of adult student.

An LEA may convert the DCRV and additional required forms into an electronic format – fillable pdf, online school enrollment system – but the DCRV and additional required forms shall meet the following:

- The content and substance of the residency verification forms shall not be altered, redacted, or expanded in any way
- Completed residency verification forms shall be exportable in the same format as provided by OSSE
- Easily available to comply with the five-day requirement to submit the forms for investigation purposes
- Printed and signed in person, or comply with OSSE's electronic signature guidance
- Provided in the required format for OSSE's annual enrollment audit
- Maintained in accordance with all records retention policies

DCRV in electronic fillable format

OSSE is currently providing fillable English language residency verification forms.

If desired, LEAs may convert the translated versions of the documents to fillable forms provided they continue to meet the guidelines.

Additional guidance is provided in the OER Handbook published on the OER webpage

Signatures for Residency Verification Forms

When completing the DCRV or the additional required forms, both a physical signature, or "wet ink" signature, and electronic signature are acceptable.

Wet Ink Signatures

- Handwritten signature (in person or electronic copy).
- Must match printed name.
- Acceptable: full name, first initial + last name, common shortened names.
- Not acceptable: initials only, symbols or non-name marks.

Electronic Signatures

- Must include platform authentication, transmission record, timestamp, tamper-evidence, retention.
- Acceptable: digital certificates, platform e-signatures with audit trail.
- Not acceptable: typed name/pasted image without audit trail; email signatures without metadata.

OSSE does not review or approve electronic signature systems. The LEA is responsible for meeting all requirements.

Signatures for Residency Verification Forms

Hybrid Signatures

- Mix of wet ink and electronic signatures allowed if requirements met.
- LEA must retain final signed form + audit trail.

Placement

- Signatures must be on the correct line and reasonable size for legibility (electronic signatures).
- Printed name must match DCRV name fields.
- Signature dates must be visible.

Special Circumstances

- Marks allowed for persons with disabilities/low literacy if intent documented.
- LEAs may submit OST tickets or documentation for unusual signatures.

LEA Responsibilities

- Ensure all signatures meet requirements.
- Maintain signed records and audit trails per retention rules.
- Provide documentation to OSSE or auditors upon request.

OSSE does not review or approve electronic signature systems. The LEA is responsible for meeting all requirements.

Supporting Residency Documentation

Valid Supporting Residency Documents

There are three primary ways the enrolling person can verify DC residency.

Method A	The school confirms the residency indicator in the **Qlik** application. This application provides verified residency data through District public benefits programs as well as the Office of Tax and Revenue.
Method B	The school receives and certifies valid supporting residency documents submitted by the enrolling person.

One item	Or	Two Items
• Pay stub • Unexpired official documentation of DC Gov. financial assistance • Certified DC Tax Form-D40 • Current military housing orders or statement • Embassy letter		• DC license or ID • DC vehicle registration • Lease and separate proof of payment • Utility bill and separate proof of payment

Method C	The parent consents to a home visit conducted by a school official.

See 5A DCMR § 5000 *et seq*. for more information on valid supporting residency documentation. Additional information can also be found in the OER Handbook published on the OER webpage.

Valid Supporting Residency Documents

Method A

OSSE Residency Verified (OSSE RV)

What Is OSSE RV?

- OSSE has established data sharing agreements with partner DC Government agencies to facilitate residency verification.
- OSSE RV includes families receiving District financial benefits (TANF, SNAP, Medicaid), students experiencing homelessness, wards of the District, and enrolling persons that use OSSE's Office of Tax and Revenue online validation form.
- Confirmation of OSSE RV status is shared through the OSSE Residency Verification application in Qlik Sense (OSSE RV application)
- The universe of students available in the OSSE RV application include:
  - Stage 5 enrolled
  - Stage 4 enrolled
  - Students with an ”enrolled,” ”matched,” or ”waitlist offer extended” status in the My School DC centralized waitlist system

OSSE Residency Verified (OSSE RV)

How It Works:

- LEAs are able to review students that are OSSE RV in the SY26-27 OSSE Residency Verification application in Qlik Sense. *Make sure you review the correct school year.*
- The OSSE Residency Verification application and Office of Tax and Revenue (OTR) online residency validation form will launch on March 27.
- LEAs will see a large student roster, but the enrolling student **must have a "Y"** in the residency indicator column.
- Students that are OSSE RV are not included in the annual enrollment audit sample and auditors will not look for supporting residency documentation.
- Students are only *added* to the application, they are not removed during the year.
  - Occasionally Unique Student Identifier (USI) issues may lead to a student coming off the list, if they were never truly eligible in the first place
- The OSSE RV application updates nightly, so students are added throughout the school year.

OSSE Residency Verified (OSSE RV)

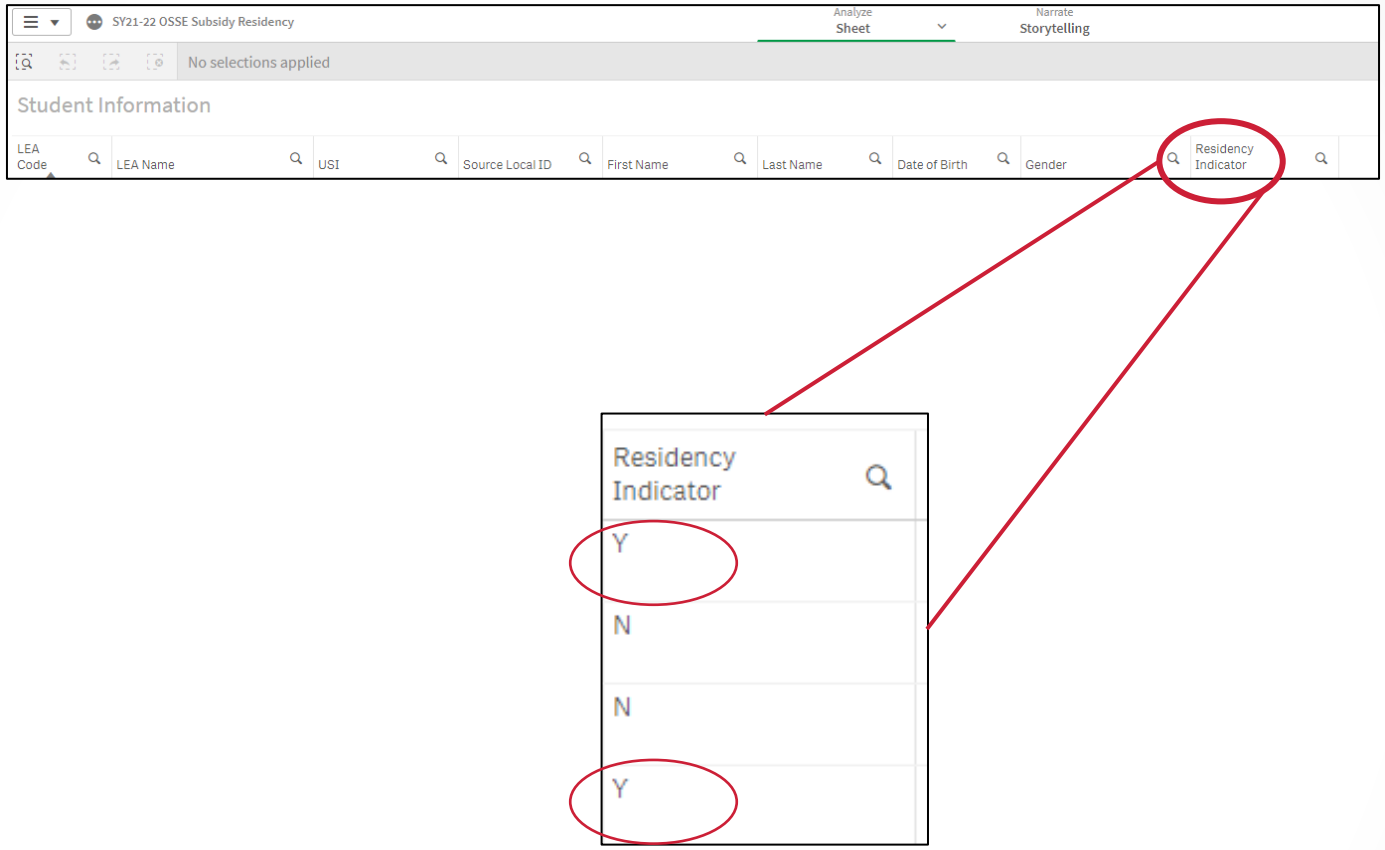
Application Limitations:

- The data displayed in the OSSE RV application reflects the data received through interagency agreements – OSSE does not control this data and only reflects what is provided.
- Expect situations where one sibling is OSSE RV and the other is not, or where a student is known to be receiving DC government financial benefits but is not in the OSSE RV application.
- OSSE is not able to change the OSSE RV data. If a student is not listed with a "Y" in the residency indicator, the LEA shall collect supporting documentation for the student.
- LEAs, if they reasonably suspect a person is not a District residency, can request additional supporting documentation from the enrolling person.
- *Newly enrolling students* - Students who are *new* to the District of Columbia public school system may not appear in the application because they do not yet have a USI or OSSE can not connect them to your LEA. However, OSSE is expanding its use of My School DC data to resolve some of these problems for new students.

OSSE Residency Verified (OSSE RV)

LEA Responsibility:

- Confirmation as OSSE RV does not remove the requirement to complete a DCRV and additional residency forms.
- The OSSE RV application does not remove the LEAs' responsibility to ensure DC residency requirements are met.
- If an LEA has information that a student is not a resident, they must follow all steps for enrolling a non-resident student.
- If an LEA reasonably concludes that additional information is needed to verify the student's residency, the LEA must request further documentation from the enrolling person.



School confirms residency indicator in Qlik

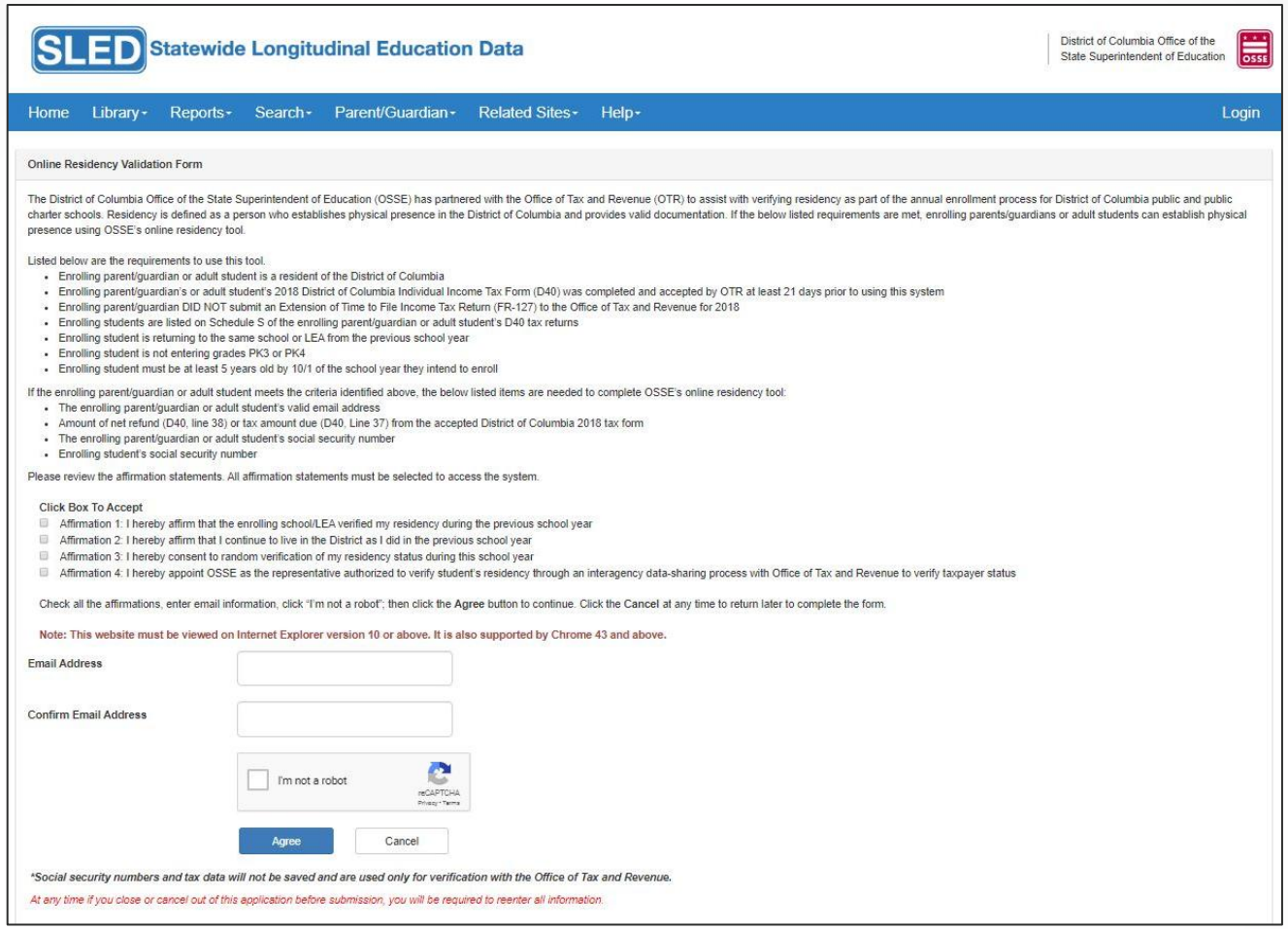
(Method A)

[SY26-27 OSSE Residency Verification application link](#) for QLIK Sense

The residency indicator **must be marked "Y."**

Students are only added to the application, they are not removed during the year.

If residency indicator is "Y," then the LEA does not *need* to collect additional supporting residency documents but should if they reasonably suspect the enrolling person is not a District resident.



Promote this method with your families!

Online Residency Validation form through Office of Tax and Revenue

(Method A)

Must be completed by the enrolling parent.

Pre-K 3 and pre-K 4 and newly enrolling are eligible but may not be successful because of data matching issues.

If successful, this student will appear in the SY26-27 OSSE Residency Verification application with a "Y" in the residency indicator column.

Specific instructions for enrolling persons are on the site.

Online Residency Validation Form Link

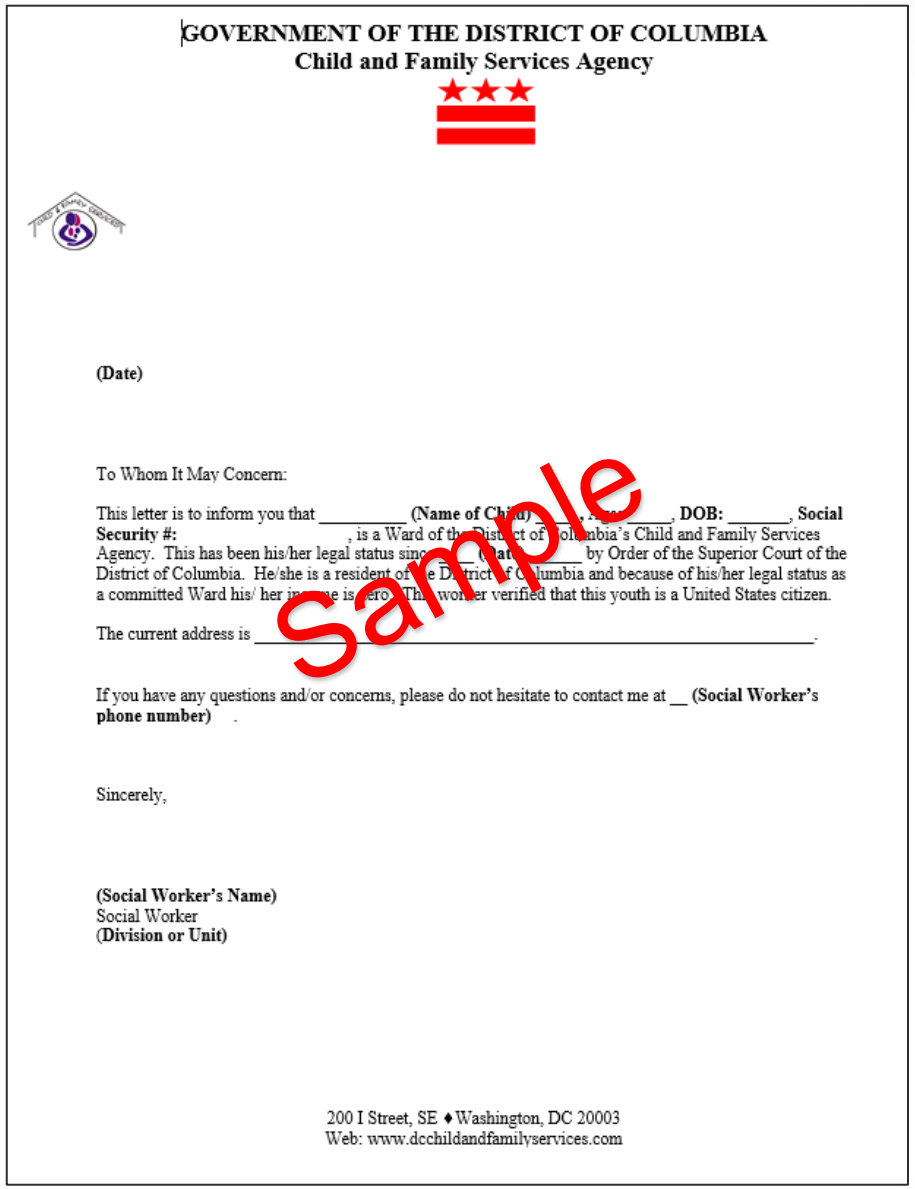
Homeless Liaison Verified (Method A)

Confirming residency:

- Confirm the LEA Homeless Liaison has identified the student in the Comprehensive Homeless Student Application in Qlik Sense.
- If completed correctly, the student should be showing in the OSSE RV application in Qlik Sense.

When completing the DCRV:

- Enrolling persons put last most stable address.
- If temporarily residing outside DC, put current address and still mark DC resident.



GOVERNMENT OF THE DISTRICT OF COLUMBIA
Child and Family Services Agency

(Date)

To Whom It May Concern:

This letter is to inform you that _____ **(Name of Child)** ___, ____, **DOB:** _____, **Social Security #:** _____, is a Ward of the District of Columbia's Child and Family Services Agency. This has been his/her legal status since ___ (**Date**) _____ by Order of the Superior Court of the District of Columbia. He/she is a resident of the District of Columbia and because of his/her legal status as a committed Ward his/ her income is zero. This worker verified that this youth is a United States citizen.

The current address is _____.

If you have any questions and/or concerns, please do not hesitate to contact me at __ **(Social Worker's phone number)** .

Sincerely,

(Social Worker's Name)
Social Worker
(Division or Unit)

200 I Street, SE ♦ Washington, DC 20003
Web: www.dcchildandfamilyservices.com

Sample

Ward of State Order

(Method A)

A currently valid court order indicating that the student is a ward of the District.

or

A formal correspondence from the DC Child and Family Services Agency (CFSA)

The formal correspondence must state that the student is a ward of CFSA and includes the social worker's name and contact information.

The letter must be signed by the social worker or other authorized representative.

ADDRESS CONFIDENTIALITY PROGRAM

Date

Name of School
Address of School

Dear {Enrollment staff},
This letter is to provide verification from the District of Columbia Office of Victim Services and Justice Grants ("OVSJG") of participation for {children's names} and their legal guardian {guardian name} in the District's Address Confidentiality Program ("ACP"). As such this is also verification of their DC residency. According to our legislation, when the address is provided, it is to be used as their legal address for all correspondence and anywhere records are stored. This is to advise you that the address is:

899 N Capitol ST NE 410A
APT 2XXXX
Washington DC 20002

Along with this letter the legal guardian can provide the ACP Authorization car
OVSJG if needed. This letter is valid for a maximum of three (3) years from the
letter. If the participant re-enrolls in the ACP, new letters can be provided. If th
questions regarding the agreement, process, or the Address Confidentiality Pro
to contact me via the contact information provided below. Guidance surround
and documentation is provided by OSSE in the current School Year Office of En
Residency Handbook (issued annually).

Sincerely,

[redacted]

Address Confidentiality Program Coordinator
Office of Victim Services and Justice Grants
Office: 202-788-2131/ Email: acp@dc.gov

Sample

Address Confidentiality Program Authorization Card

Pursuant to D.C. Law 22-118, the Address Confidentiality Act of 2018, the following person is authorized to use the following substitute address for legal purposes.

Jennifer Smith
899 N Capitol ST NE, 410A-19000
Washington, DC 20002

Expiration Date: 2022-10-04 **Certification #19000**

OVSJG Office of Victim Services and Justice Grants
899 N Capitol ST, NE | Suite 4100 | Washington, DC 20002

OVSJG Office of Victim Services and Justice Grants
GOVERNMENT OF THE DISTRICT OF COLUMBIA
MURIEL BOWSER, MAYOR

All District Agencies shall accept the substitute address as the participant's residential address when presented with this card. This address shall be accepted as the participant's address of record and must be used on all correspondence.

Questions regarding the program or verification for service eligibility? Please contact the ACP at acp@dc.gov or 202-788-2131

Address Confidentiality Program (ACP)

(Method A)

ACP participants are provided a valid Authorization Card as evidence that the DC Office of Victim Services and Justice Grants (OVSJG) has certified the applicant meets all the requirements to participate in the program, including District residency.

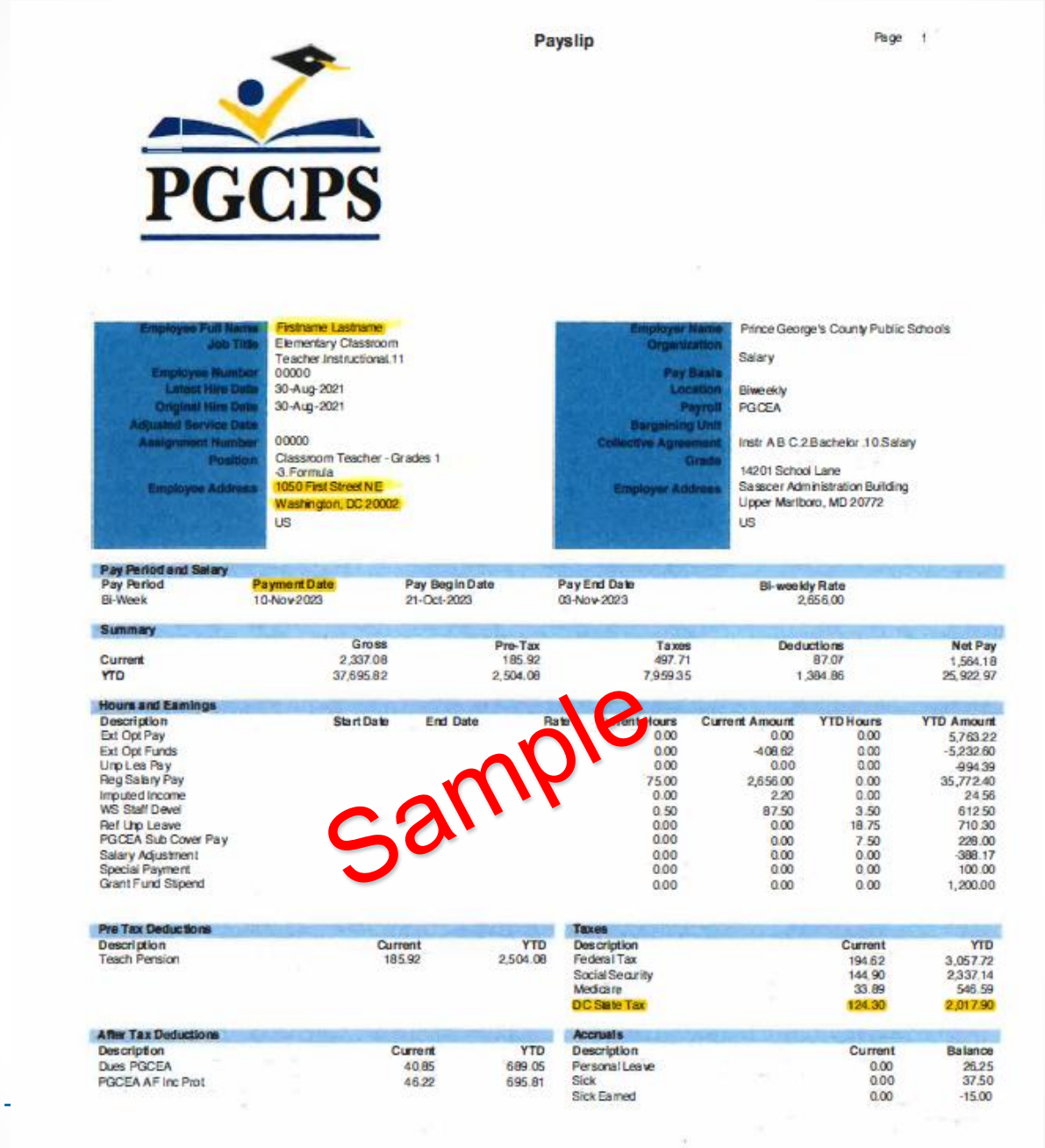
LEAs shall request the card in lieu of valid supporting residency documents outlined in section 2.4(a)-(n) of the OER Handbook.

When completing the DCRV the substitute address (displayed on the ACP card) should be used for the "home address" instead of the protected address.

Additional information and example Authorization Cards can be viewed on the OVSJG website, http://www.ovsjg.dc.gov/acp.

Valid Supporting Residency Documents

Method B



PGCPS

Payslip

Page 1

Employee Full Name	Firstname Lastname
Job Title	Elementary Classroom Teacher Instructional.11
Employee Number	00000
Latest Hire Date	30-Aug-2021
Original Hire Date	30-Aug-2021
Adjusted Service Date	
Assignment Number	00000
Position	Classroom Teacher - Grades 1 -3.Formula
Employee Address	1050 First Street NE Washington, DC 20002 US

Employer Name	Prince George's County Public Schools
Organization	Salary
Pay Basis	Biweekly
Location	PGCEA
Payroll	Instr A B C.2 Bachelor .10 Salary
Bargaining Unit	14201 School Lane Sasscer Administration Building Upper Marlboro, MD 20772 US
Collective Agreement	
Grade	
Employer Address	

Pay Period and Salary

Pay Period	Payment Date	Pay Begin Date	Pay End Date	Bi-weekly Rate
Bi-Week	10-Nov-2023	21-Oct-2023	03-Nov-2023	2,656.00

Summary

	Gross	Pre-Tax	Taxes	Deductions	Net Pay
Current	2,337.08	185.92	497.71	87.07	1,564.18
YTD	37,695.82	2,504.08	7,959.35	1,384.86	25,922.97

Hours and Earnings

Description	Start Date	End Date	Rate	Current Hours	Current Amount	YTD Hours	YTD Amount
Ext Opt Pay				0.00	0.00	0.00	5,763.22
Ext Opt Funds				0.00	-408.62	0.00	-5,232.60
Unp Les Pay				0.00	0.00	0.00	-994.39
Reg Salary Pay				75.00	2,656.00	0.00	35,772.40
Imputed Income				0.00	2.20	0.00	24.56
WS Staff Devel				0.50	87.50	3.50	612.50
Ref Unp Leave				0.00	0.00	18.75	710.30
PGCEA Sub Cover Pay				0.00	0.00	7.50	228.00
Salary Adjustment				0.00	0.00	0.00	-388.17
Special Payment				0.00	0.00	0.00	100.00
Grant Fund Stipend				0.00	0.00	0.00	1,200.00

Sample

Pre Tax Deductions

Description	Current	YTD
Teach Pension	185.92	2,504.08

Taxes

Description	Current	YTD
Federal Tax	194.62	3,057.72
Social Security	144.90	2,337.14
Medicare	33.89	546.59
DC State Tax	124.30	2,017.90

After Tax Deductions

Description	Current	YTD
Dues PGCEA	40.85	689.05
PGCEA AF Inc Prot	46.22	695.81

Accruals

Description	Current	Balance
Personal Leave	0.00	26.25
Sick	0.00	37.50
Sick Earned	0.00	-15.00

Pay stub

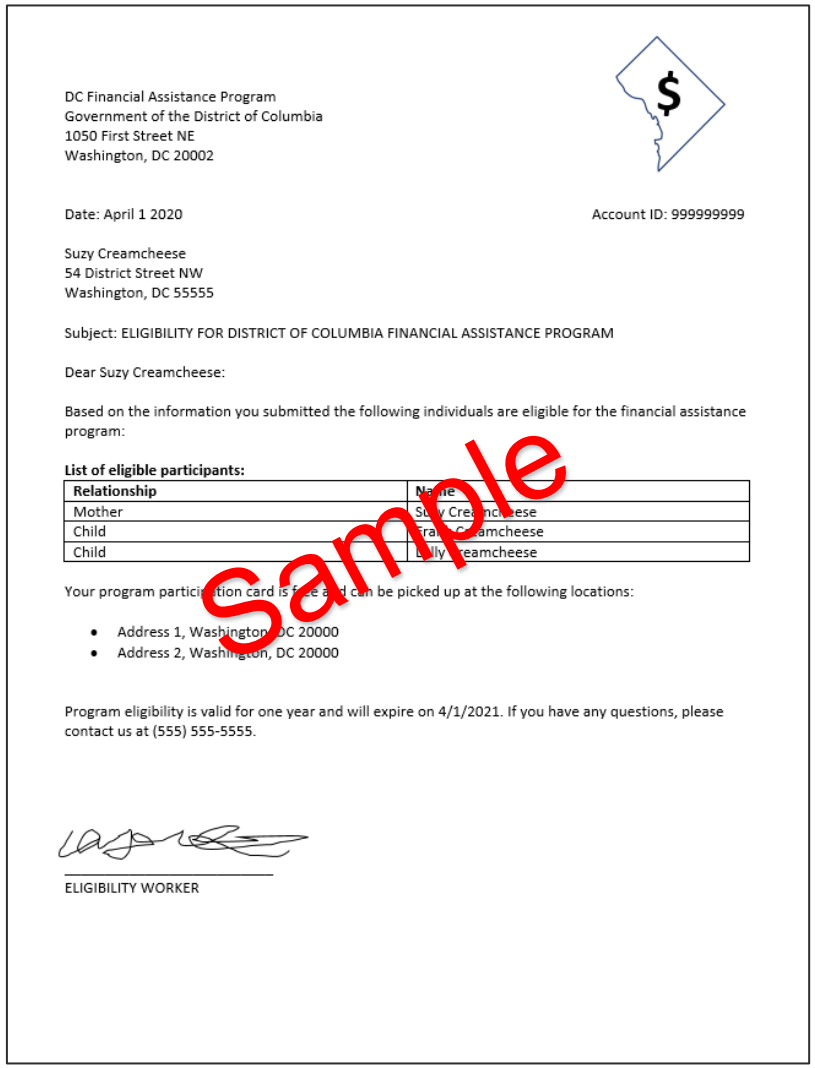
(Method B – 1 required)

Issued within 45 days of school's review of DCRV.

Must contain withholding of DC personal income tax **only** and no other states, even if the amount is zero.

DC personal income tax withholding must be greater than zero for both the current tax year and current pay period.

Same name and address as enrolling person on DCRV.



DC Financial Assistance Program
Government of the District of Columbia
1050 First Street NE
Washington, DC 20002

Date: April 1 2020

Account ID: 999999999

Suzy Creamcheese
54 District Street NW
Washington, DC 55555

Subject: ELIGIBILITY FOR DISTRICT OF COLUMBIA FINANCIAL ASSISTANCE PROGRAM

Dear Suzy Creamcheese:

Based on the information you submitted the following individuals are eligible for the financial assistance program:

List of eligible participants:

Relationship	Name
Mother	Suzy Creamcheese
Child	Frank Creamcheese
Child	Billy Creamcheese

Sample

Your program participation card is free and can be picked up at the following locations:

- Address 1, Washington, DC 20000
- Address 2, Washington, DC 20000

Program eligibility is valid for one year and will expire on 4/1/2021. If you have any questions, please contact us at (555) 555-5555.

ELIGIBILITY WORKER

Unexpired official documentation of financial assistance from the Government of the District of Columbia

(Method B – 1 required)

Issued to the enrolling person within the past 12 months and current at the time presented to the school.

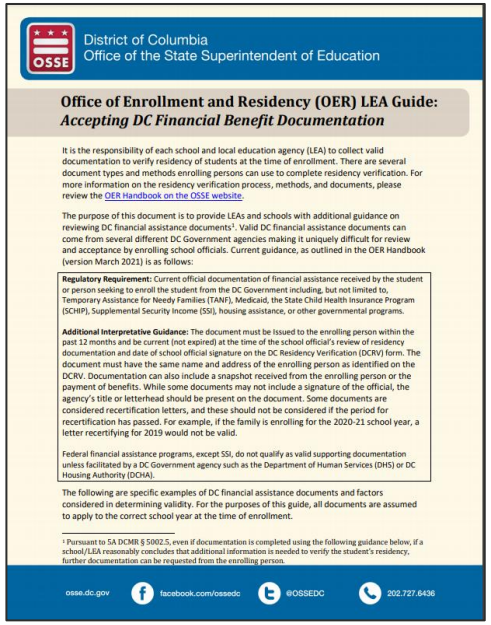
"Received" stamps by school do not count as the current date.

Federal financial assistance programs, except SSI, **do not** qualify as valid supporting documentation ***unless*** facilitated by a DC Government agency such as the Department of Human Services (DHS) or DC Housing Authority (DCHA).

Documentation should include agency letterhead or agency title

Same name and address as enrolling person on DCRV.

For additional guidance, a detailed guide on reviewing DC financial assistance documents is available on the OSSE website.



District of Columbia
Office of the State Superintendent of Education

Office of Enrollment and Residency (OER) LEA Guide:
Accepting DC Financial Benefit Documentation

It is the responsibility of each school and local education agency (LEA) to collect valid documentation to verify residency of students at the time of enrollment. There are several document types and methods enrolling persons can use to complete residency verification. For more information on the residency verification process, methods, and documents, please review the OER Handbook on the OSSE website.

The purpose of this document is to provide LEAs and schools with additional guidance on reviewing DC financial assistance documents[1]. Valid DC financial assistance documents can come from several different DC Government agencies making it uniquely difficult for review and acceptance by enrolling school officials. Current guidance, as outlined in the OER Handbook (version March 2021) is as follows:

Regulatory Requirement: Current official documentation of financial assistance received by the student or person seeking to enroll the student from the DC Government including, but not limited to, Temporary Assistance for Needy Families (TANF), Medicaid, the State Child Health Insurance Program (SCHIP), Supplemental Security Income (SSI), housing assistance, or other governmental programs.

Additional Interpretative Guidance: The document must be issued to the enrolling person within the past 12 months and be current (not expired) at the time of the school official's review of residency documentation and date of school official signature on the DC Residency Verification (DCRV) form. The document must have the same name and address of the enrolling person as identified on the DCRV. Documentation can also include a snapshot received from the enrolling person or the payment of benefits. While some documents may not include a signature of the official, the agency's title or letterhead should be present on the document. Some documents are considered recertification letters, and these should not be considered if the period for recertification has passed. For example, if the family is enrolling for the 2020-21 school year, a letter recertifying for 2019 would not be valid.

Federal financial assistance programs, except SSI, do not qualify as valid supporting documentation unless facilitated by a DC Government agency such as the Department of Human Services (DHS) or DC Housing Authority (DCHA).

The following are specific examples of DC financial assistance documents and factors considered in determining validity. For the purposes of this guide, all documents are assumed to apply to the correct school year at the time of enrollment.

[1] Pursuant to 5A DCMR § 5002.5, even if documentation is completed using the following guidance below, if a school/LEA reasonably concludes that additional information is needed to verify the student's residency, further documentation can be requested from the enrolling person.

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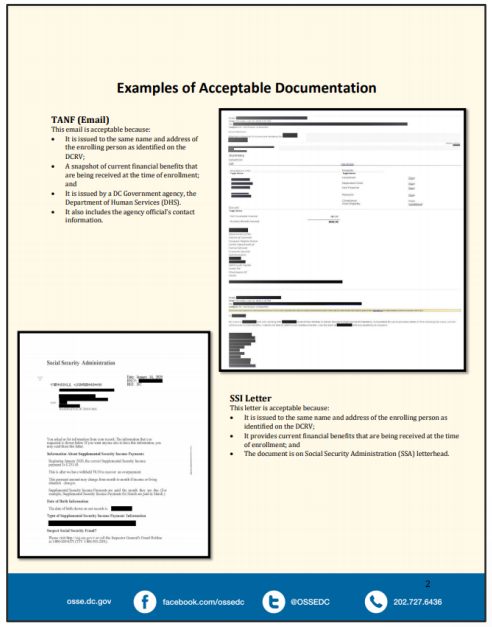

Examples of Acceptable Documentation

TANF (Email)
This email is acceptable because:
- It is issued to the same name and address of the enrolling person as identified on the DCRV;
- A snapshot of current financial benefits that are being received at the time of enrollment; and
- It is issued by a DC Government agency, the Department of Human Services (DHS).
- It also includes the agency official's contact information.

SSI Letter
This letter is acceptable because:
- It is issued to the same name and address of the enrolling person as identified on the DCRV;
- It provides current financial benefits that are being received at the time of enrollment; and
- The document is on Social Security Administration (SSA) letterhead.

2

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Unexpired official documentation of financial assistance from the Government of the District of Columbia

(Method B – 1 required)

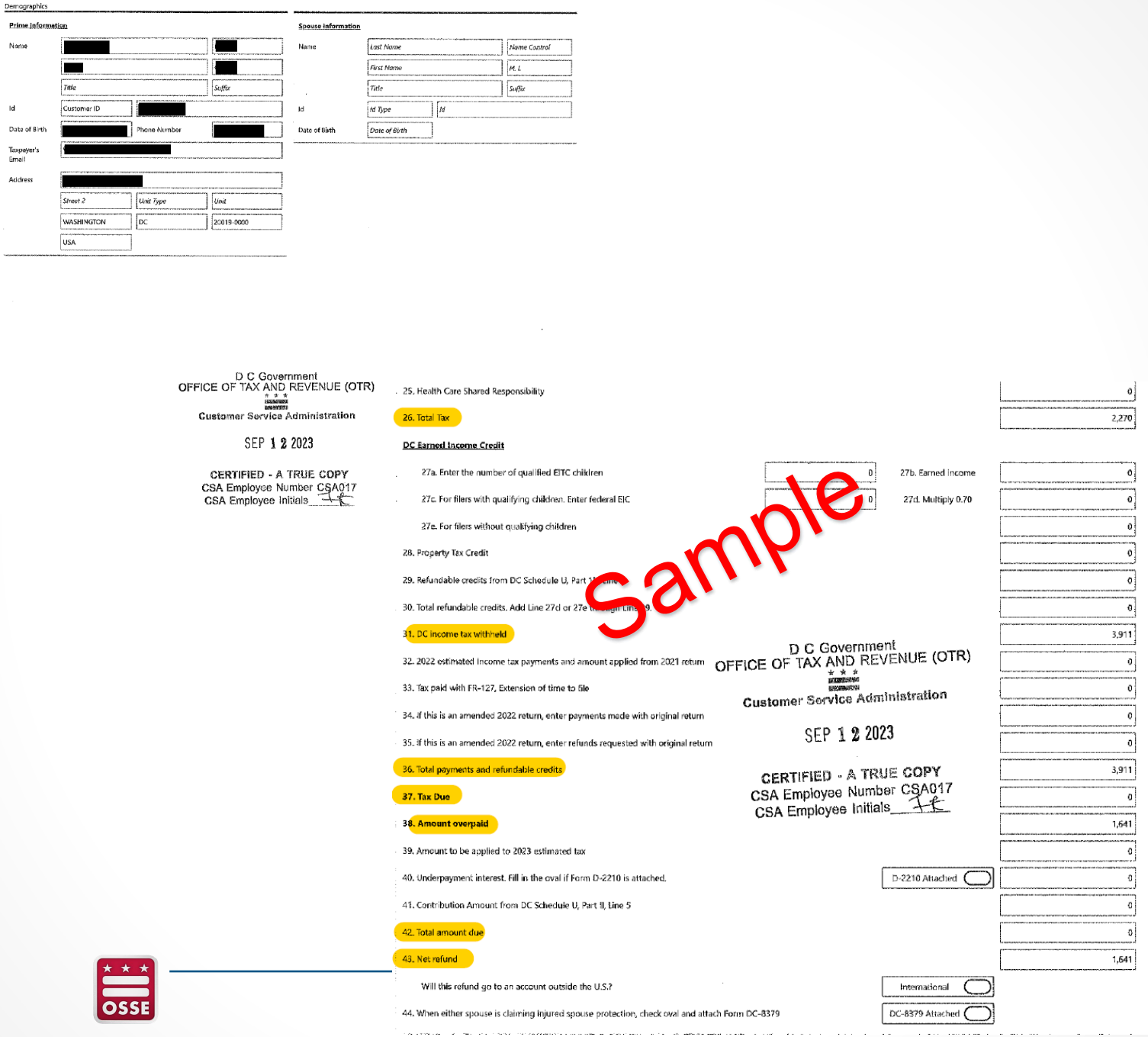
A guide to support LEAs when reviewing DC financial assistance documents

The guide has specific examples of DC financial assistance and other benefits documents and factors considered in determining validity.

The guide is available on the OSSE website here:

OER LEA Guide: Accepting DC Financial Benefit Documentation

For additional guidance, a detailed guide on reviewing DC financial assistance documents is available on the OSSE website.



Demographics

Prime Information

Name [redacted] [redacted]
[redacted] [redacted]
Title Suffix
Id Customer ID [redacted]
Date of Birth [redacted] Phone Number [redacted]
Taxpayer's Email [redacted]
Address [redacted]
Street 2 Unit Type Unit
WASHINGTON DC 20019-0000
USA

Spouse Information

Name Last Name Name Control
First Name M. I.
Title Suffix
Id Id Type Id
Date of Birth Date of Birth

D C Government
OFFICE OF TAX AND REVENUE (OTR)
Customer Service Administration
SEP 12 2023
CERTIFIED - A TRUE COPY
CSA Employee Number CSA017
CSA Employee Initials

25. Health Care Shared Responsibility			0
26. Total Tax			2,270
DC Earned Income Credit			
27a. Enter the number of qualified EITC children	0	27b. Earned Income	0
27c. For filers with qualifying children. Enter federal EIC	0	27d. Multiply 0.70	0
27e. For filers without qualifying children			0
28. Property Tax Credit			0
29. Refundable credits from DC Schedule U, Part [illegible]			0
30. Total refundable credits. Add Line 27d or 27e through Line 29.			0
31. DC income tax withheld			3,911
32. 2022 estimated income tax payments and amount applied from 2021 return			0
33. Tax paid with FR-127, Extension of time to file			0
34. If this is an amended 2022 return, enter payments made with original return			0
35. If this is an amended 2022 return, enter refunds requested with original return			0
36. Total payments and refundable credits			3,911
37. Tax Due			0
38. Amount overpaid			1,641
39. Amount to be applied to 2023 estimated tax			0
40. Underpayment interest. Fill in the oval if Form D-2210 is attached.		D-2210 Attached	0
41. Contribution Amount from DC Schedule U, Part II, Line 5			0
42. Total amount due			0
43. Net refund			1,641
Will this refund go to an account outside the U.S.?		International	
44. When either spouse is claiming injured spouse protection, check oval and attach Form DC-8379		DC-8379 Attached	

Sample

D C Government
OFFICE OF TAX AND REVENUE (OTR)
Customer Service Administration
SEP 12 2023
CERTIFIED - A TRUE COPY
CSA Employee Number CSA017
CSA Employee Initials

Certified copy of form D40

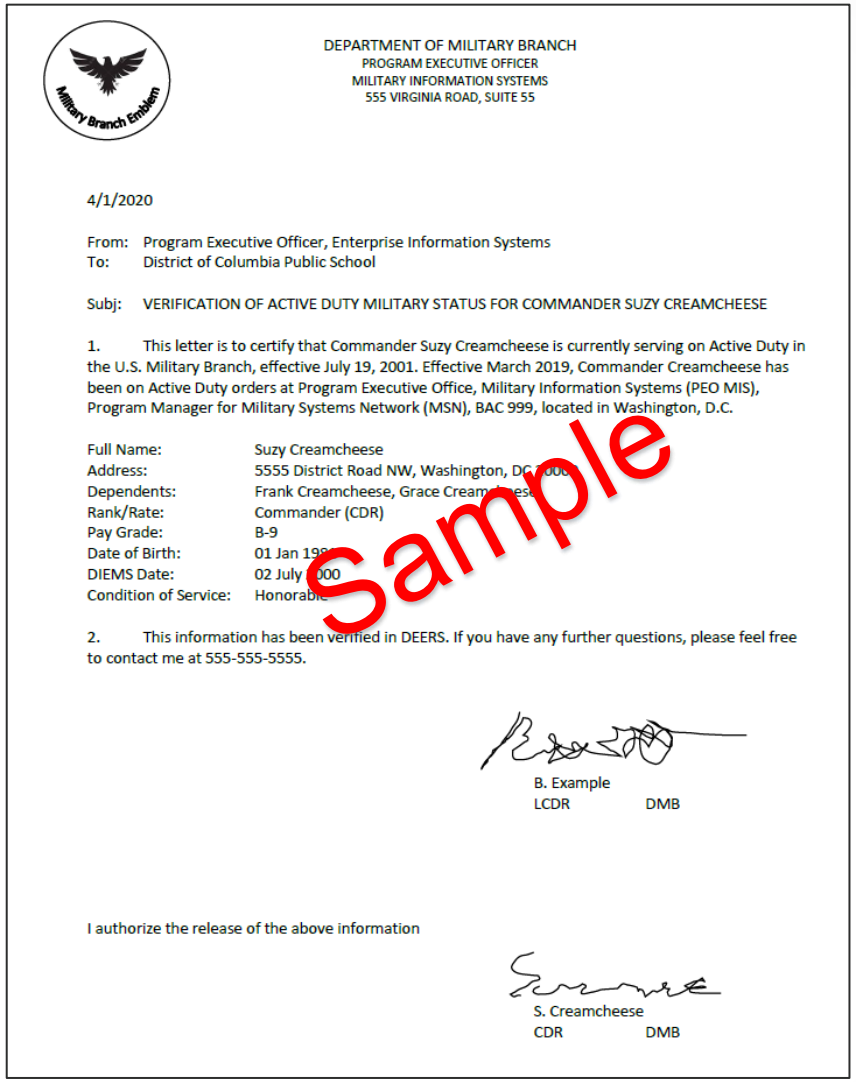
(Method B – 1 required)

Issued by the Office of Tax and Revenue.

Must contain evidence of payment of DC taxes for the most recent tax year.

Must bear the DC Office of Tax and Revenue stamp.

Same name and address as enrolling person on DCRV.



DEPARTMENT OF MILITARY BRANCH
PROGRAM EXECUTIVE OFFICER
MILITARY INFORMATION SYSTEMS
555 VIRGINIA ROAD, SUITE 55

4/1/2020

From: Program Executive Officer, Enterprise Information Systems
To: District of Columbia Public School

Subj: VERIFICATION OF ACTIVE DUTY MILITARY STATUS FOR COMMANDER SUZY CREAMCHEESE

1. This letter is to certify that Commander Suzy Creamcheese is currently serving on Active Duty in the U.S. Military Branch, effective July 19, 2001. Effective March 2019, Commander Creamcheese has been on Active Duty orders at Program Executive Office, Military Information Systems (PEO MIS), Program Manager for Military Systems Network (MSN), BAC 999, located in Washington, D.C.

Full Name: Suzy Creamcheese
Address: 5555 District Road NW, Washington, DC
Dependents: Frank Creamcheese, Grace Creamcheese
Rank/Rate: Commander (CDR)
Pay Grade: B-9
Date of Birth: 01 Jan 19
DIEMS Date: 02 July 000
Condition of Service: Honorable

Sample

2. This information has been verified in DEERS. If you have any further questions, please feel free to contact me at 555-555-5555.

B. Example
LCDR DMB

I authorize the release of the above information

S. Creamcheese
CDR DMB

Current military housing orders *or* statement on military letterhead

(Method B – 1 required)

Must be issued within the past 12 months.

Must be an official correspondence on military letterhead.

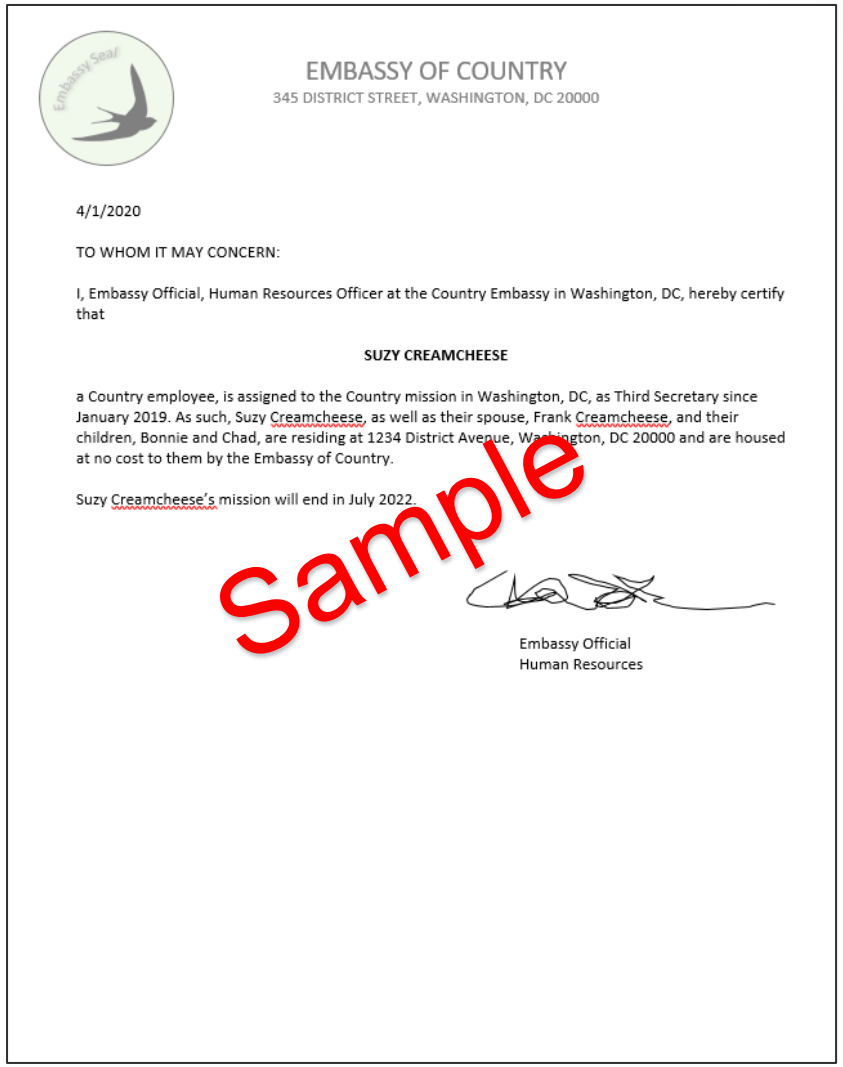
Must cite the specific DC address and residence.

Same name and address as enrolling person on DCRV.

Stationed location and intent to stay are not valid.

Letters or leases from private leasing companies are not valid for this method.

Military lease will require proof of payment.



EMBASSY OF COUNTRY
345 DISTRICT STREET, WASHINGTON, DC 20000

4/1/2020

TO WHOM IT MAY CONCERN:

I, Embassy Official, Human Resources Officer at the Country Embassy in Washington, DC, hereby certify that

SUZY CREAMCHEESE

a Country employee, is assigned to the Country mission in Washington, DC, as Third Secretary since January 2019. As such, Suzy Creamcheese, as well as their spouse, Frank Creamcheese, and their children, Bonnie and Chad, are residing at 1234 District Avenue, Washington, DC 20000 and are housed at no cost to them by the Embassy of Country.

Suzy Creamcheese's mission will end in July 2022.

Sample

Embassy Official
Human Resources

Embassy letter

(Method B – 1 required)

Issued within the past 12 months.

Must contain an official embassy seal.

Must be signed by an appropriate embassy official.

Must indicate that the enrolling person or adult student, currently reside, or will reside, on embassy property in DC during the relevant school year.

Same name and address as enrolling person on DCRV.

DC motor vehicle operator's permit or non-driver identification

(Method B – 2 required)

Must be an official DC government issued driver license or non-driver identification.

Must be valid and unexpired.

Same name and address as enrolling person on DCRV.

DC One Card and DC Government Employee badges are not acceptable.

DC driver licenses can be verified using the DC DMV online tool:

DC Drivers License Verification Tool

If a temporary ID is submitted at the time of enrollment, a permanent ID must be submitted within 30 days of the temporary ID's expiration.

DC motor vehicle registration

(Method B – 2 required)

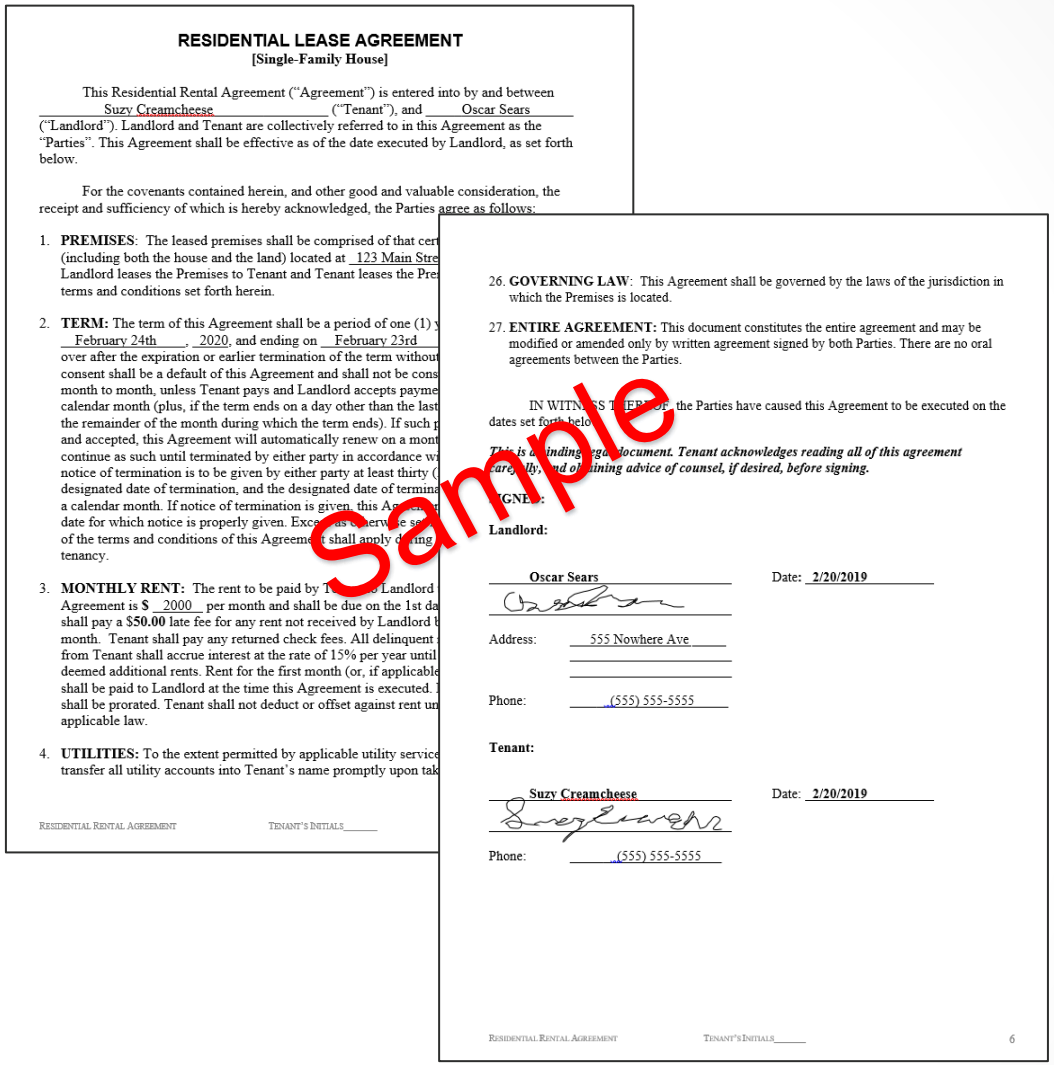
Must be issued by the DC government (no Virginia registrations).

Must be valid and unexpired.

Same name and address as enrolling person on DCRV.

Digital registration cards are acceptable.

If a temporary registration was submitted at the time of enrollment, a permanent registration must be submitted within 30 days of the expiration of the temporary registration.



RESIDENTIAL LEASE AGREEMENT
[Single-Family House]

This Residential Rental Agreement ("Agreement") is entered into by and between Suzy Creamcheese ("Tenant"), and Oscar Sears ("Landlord"). Landlord and Tenant are collectively referred to in this Agreement as the "Parties". This Agreement shall be effective as of the date executed by Landlord, as set forth below.

For the covenants contained herein, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

1. **PREMISES**: The leased premises shall be comprised of that cert (including both the house and the land) located at 123 Main Stre Landlord leases the Premises to Tenant and Tenant leases the Pre terms and conditions set forth herein.

2. **TERM:** The term of this Agreement shall be a period of one (1) y February 24th, 2020, and ending on February 23rd over after the expiration or earlier termination of the term without consent shall be a default of this Agreement and shall not be cons month to month, unless Tenant pays and Landlord accepts payme calendar month (plus, if the term ends on a day other than the last the remainder of the month during which the term ends). If such p and accepted, this Agreement will automatically renew on a mont continue as such until terminated by either party in accordance wi notice of termination is to be given by either party at least thirty (designated date of termination, and the designated date of termina a calendar month. If notice of termination is given, this Ag date for which notice is properly given. Exce as otherwise sa of the terms and conditions of this Agreeme t shall apply d ring tenancy.

3. **MONTHLY RENT:** The rent to be paid by T of Landlord Agreement is **$** 2000 per month and shall be due on the 1st da shall pay a **$50.00** late fee for any rent not received by Landlord b month. Tenant shall pay any returned check fees. All delinquent from Tenant shall accrue interest at the rate of 15% per year until deemed additional rents. Rent for the first month (or, if applicable shall be paid to Landlord at the time this Agreement is executed. shall be prorated. Tenant shall not deduct or offset against rent un applicable law.

4. **UTILITIES:** To the extent permitted by applicable utility service transfer all utility accounts into Tenant's name promptly upon tak

RESIDENTIAL RENTAL AGREEMENT TENANT'S INITIALS_____

26. **GOVERNING LAW**: This Agreement shall be governed by the laws of the jurisdiction in which the Premises is located.

27. **ENTIRE AGREEMENT:** This document constitutes the entire agreement and may be modified or amended only by written agreement signed by both Parties. There are no oral agreements between the Parties.

IN WITNESS THEREOF, the Parties have caused this Agreement to be executed on the dates set forth belo

This is a binding legal document. Tenant acknowledges reading all of this agreement carefully, and obtaining advice of counsel, if desired, before signing.

SIGNED:

Landlord:

Oscar Sears Date: **2/20/2019**

Address: 555 Nowhere Ave

Phone: (555) 555-5555

Tenant:

Suzy Creamcheese Date: **2/20/2019**

Phone: (555) 555-5555

RESIDENTIAL RENTAL AGREEMENT TENANT'S INITIALS_____ 6

Sample

Lease or rental agreement with separate proof of payment

(Method B – 2 required)

Lease requirements*:

Must contain the start date, monthly rent amount, name of landlord, and be signed by enrolling person and landlord.

Proof of payment requirements*:

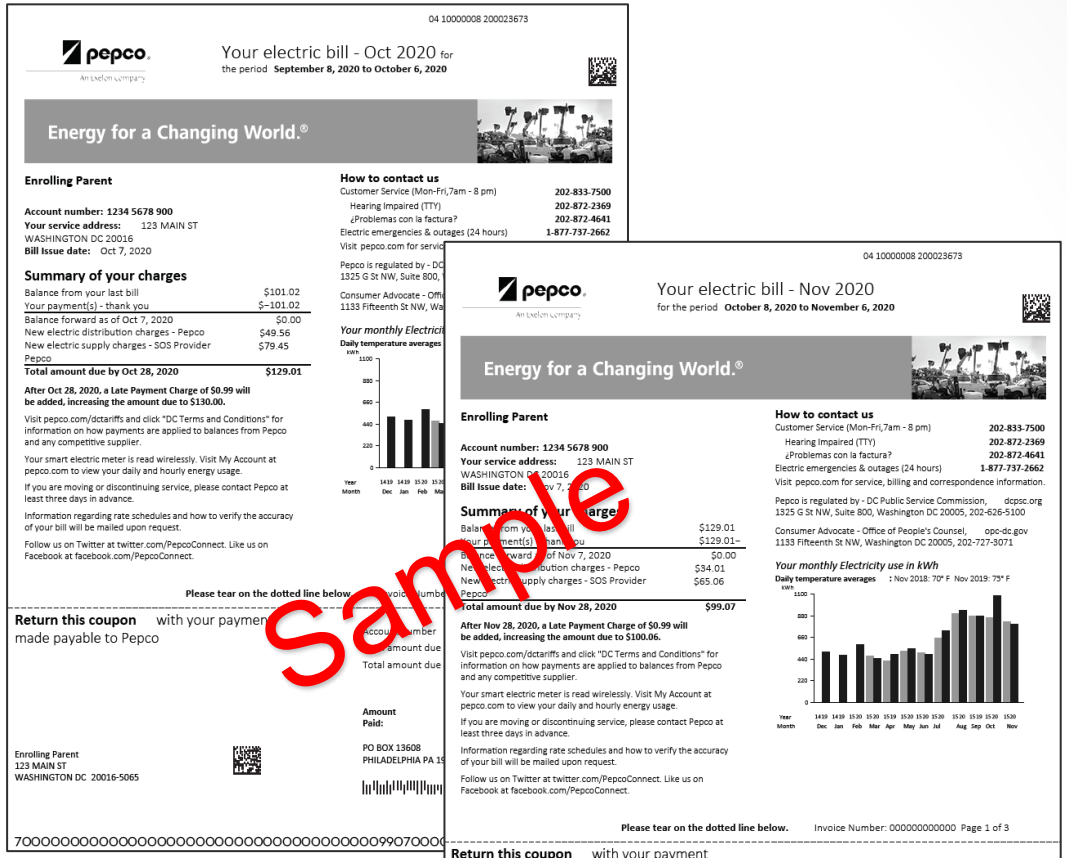
May be a receipt of payment, money order, copy of cashed check, etc.

Must be for a period within two months immediately preceding the school's review of the DCRV

Must match the rent amount stated on the lease.

All documents must be the same name and address as enrolling person.

If a military lease is submitted, it will follow the same proof of payment requirements.



Utility bill with separate proof of payment

(Method B – 2 required)

Utility bill requirements:

May only be a gas, electric, or water bill.

Must be for a period within two months immediately preceding the school's review of the DCRV.

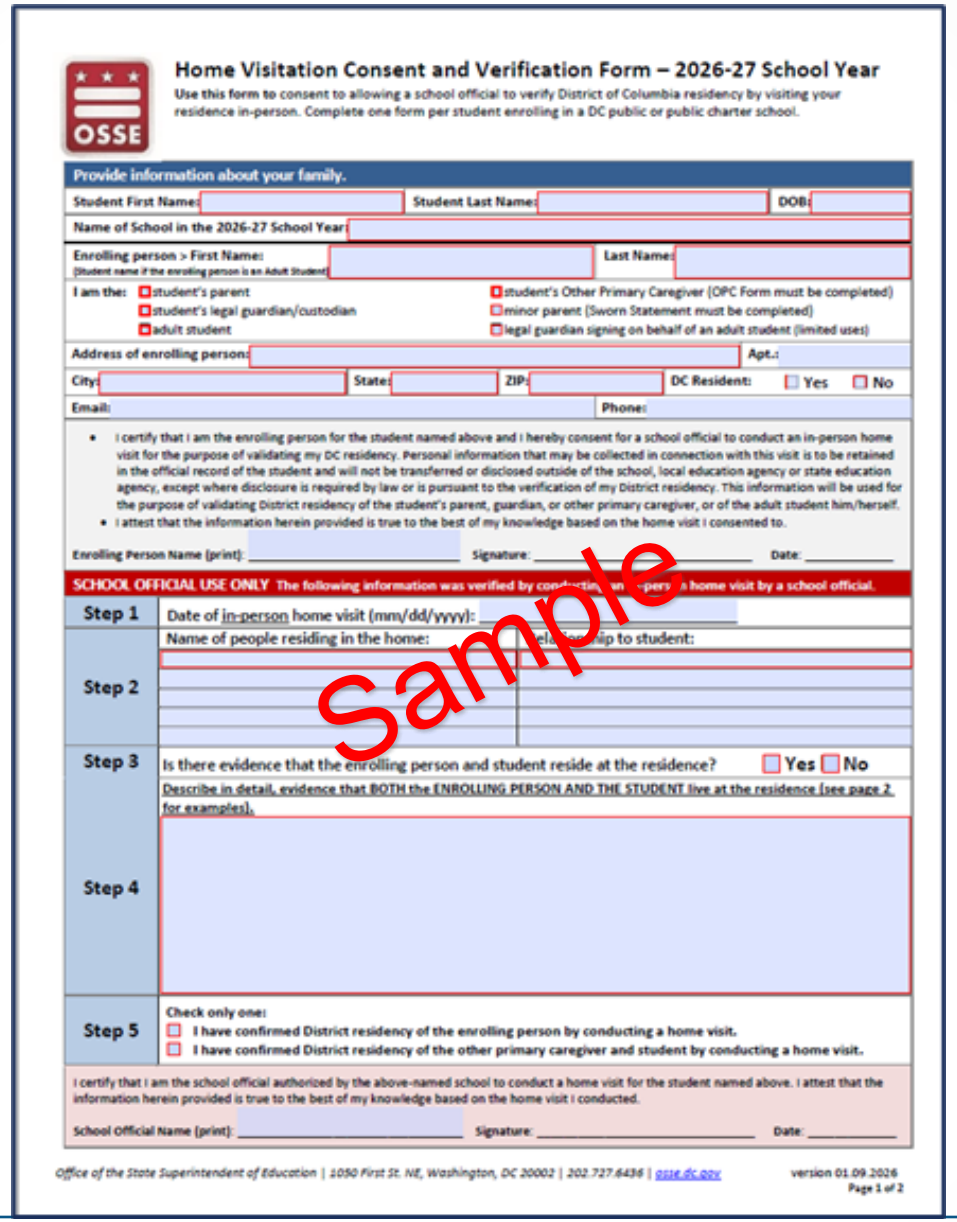
Proof of payment requirements:

Must be a *separate* paid receipt on the utility bill provided such as receipt of payment printout, money order, copy of cashed check, credited amount, or subsidy payment letter for utility.

All documents must be the same name and address as enrolling person.

Valid Supporting Residency Documents

Method C



Home Visitation Consent and Verification Form – 2026-27 School Year

Use this form to consent to allowing a school official to verify District of Columbia residency by visiting your residence in-person. Complete one form per student enrolling in a DC public or public charter school.

Provide information about your family.

Student First Name: | Student Last Name: | DOB:

Name of School in the 2026-27 School Year:

Enrolling person > First Name: | Last Name:
(Student name if the enrolling person is an Adult Student)

I am the: ☐ student's parent ☐ student's legal guardian/custodian ☐ adult student ☐ student's Other Primary Caregiver (OPC Form must be completed) ☐ minor parent (Sworn Statement must be completed) ☐ legal guardian signing on behalf of an adult student (limited uses)

Address of enrolling person: | Apt.:

City: | State: | ZIP: | DC Resident: ☐ Yes ☐ No

Email: | Phone:

- I certify that I am the enrolling person for the student named above and I hereby consent for a school official to conduct an in-person home visit for the purpose of validating my DC residency. Personal information that may be collected in connection with this visit is to be retained in the official record of the student and will not be transferred or disclosed outside of the school, local education agency or state education agency, except where disclosure is required by law or is pursuant to the verification of my District residency. This information will be used for the purpose of validating District residency of the student's parent, guardian, or other primary caregiver, or of the adult student him/herself.
- I attest that the information herein provided is true to the best of my knowledge based on the home visit I consented to.

Enrolling Person Name (print): _____ Signature: _____ Date: _____

SCHOOL OFFICIAL USE ONLY The following information was verified by conducting an in-person home visit by a school official.

Step 1 Date of in-person home visit (mm/dd/yyyy): _____

Step 2 Name of people residing in the home: | Relationship to student:

Step 3 Is there evidence that the enrolling person and student reside at the residence? ☐ Yes ☐ No

Describe in detail, evidence that BOTH the ENROLLING PERSON AND THE STUDENT live at the residence (see page 2 for examples).

Step 4

Step 5 Check only one:
☐ I have confirmed District residency of the enrolling person by conducting a home visit.
☐ I have confirmed District residency of the other primary caregiver and student by conducting a home visit.

I certify that I am the school official authorized by the above-named school to conduct a home visit for the student named above. I attest that the information herein provided is true to the best of my knowledge based on the home visit I conducted.

School Official Name (print): _____ Signature: _____ Date: _____

Sample

Office of the State Superintendent of Education | 1050 First St. NE, Washington, DC 20002 | 202.727.6436 | osse.dc.gov

version 01.09.2026
Page 1 of 2

Home visitation by school official

(Method C)

Can be used as an alternative when family can't provide documents or as the primary residency verification.

Form is used to provide consent and conduct the home visit.

The enrolling person must sign and date to provide consent and to confirm that a home visit has been conducted.

Step 4 must explicitly describe that the enrolling person and student reside in the home.

The school official must complete, sign, and date the form.

Valid Supporting Residency Documents

Special Circumstances

Adult student – special circumstances

In rare cases, adult students are residents of the District of Columbia under special circumstances due to their current employment and may lack valid supporting documentation.

Residing at Home

If the adult student is residing in the District residence of the adult student's parent(s), they complete the DCRV and have the parent submit the Sworn Statement along with the valid supporting residency documentation for residency verification.

Au Pair

Au pairs who are residing in DC as part of an international job program can qualify for a tuition-free education provided that they complete the DCRV and submit the following for residency verification:

1) Current, unexpired United States Department of State J-1 Visa; or Au Pair Agency Placement Letter with the address where they will reside; AND

2) Driver license, passport, or other form of legal identification.

Adult student – special circumstances (Cont.)

Job Corp Participant

Job Corps participants who are stationed in DC as part of the program can qualify for a tuition-free education provided that they complete the DCRV and submit the following for residency verification:

1) Current, unexpired Job Corps enrollment letter identifying participation the residential program and address where they will reside; AND

2) Driver license, passport, or other form of legal identification.

Clergy Member

Clergy members attending seminary school in DC can qualify for a tuition-free education provided that they complete the DCRV and submit the following for residency verification:

1) Current, unexpired Seminary School Letter confirming the adult student's address and role in this category; AND

2) Driver license, passport, or other form of legal identification.

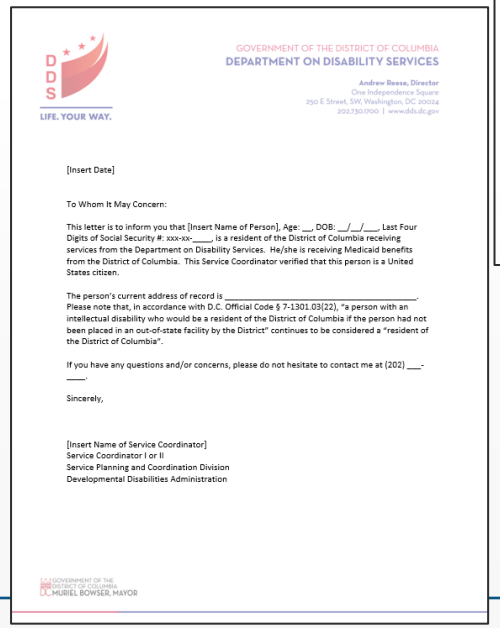
Adult student – special circumstances (Cont.)

Adult Student Supported by DDS

The Department on Disability Services (DDS) serves District residents with an intellectual disability, and these services may involve placement in an out-of-state facility. Adult students receiving services from DDS may establish bona fide District residency by:

1) The LEA submitting a Consent to Obtain or Release Record Information form to a DDS service coordinator and the DDS service coordinator provides a residency verification letter.

2) The LEA marks DC Financial Assistance on the DCRV



GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT ON DISABILITY SERVICES

[Insert Date]

To Whom It May Concern:

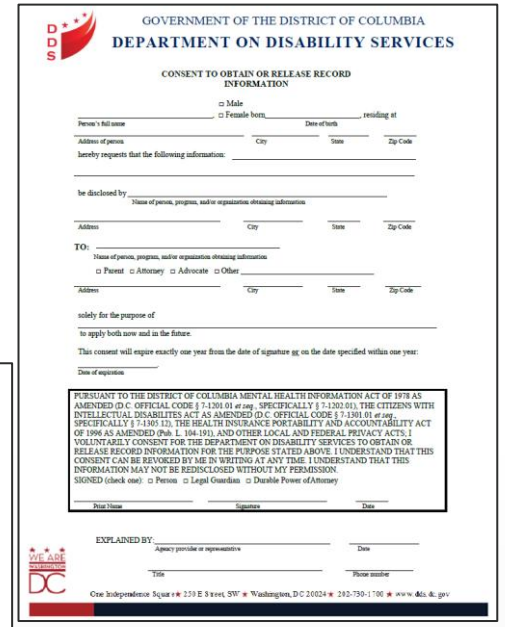
This letter is to inform you that [Insert Name of Person], Age: __, DOB: __/__/____, Last Four Digits of Social Security #: xxx-xx-____, is a resident of the District of Columbia receiving services from the Department on Disability Services. He/she is receiving Medicaid benefits from the District of Columbia. This Service Coordinator verified that this person is a United States citizen.

The person's current address of record is _____.
Please note that, in accordance with D.C. Official Code § 7-1301.03(22), "a person with an intellectual disability who would be a resident of the District of Columbia if the person had not been placed in an out-of-state facility by the District" continues to be considered a "resident of the District of Columbia".

If you have any questions and/or concerns, please do not hesitate to contact me at (202) ___-____.

Sincerely,

[Insert Name of Service Coordinator]
Service Coordinator I or II
Service Planning and Coordination Division
Developmental Disabilities Administration

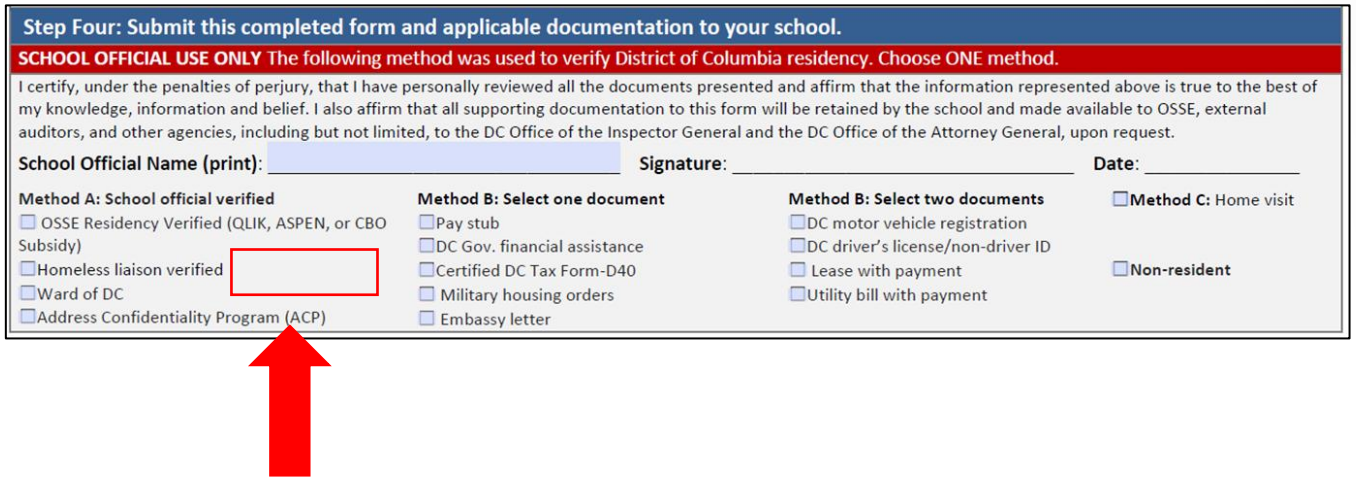


GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT ON DISABILITY SERVICES

CONSENT TO OBTAIN OR RELEASE RECORD INFORMATION

PURSUANT TO THE DISTRICT OF COLUMBIA MENTAL HEALTH INFORMATION ACT OF 1978 AS AMENDED (D.C. OFFICIAL CODE § 7-1201.01 *et seq.*, SPECIFICALLY § 7-1202.01), THE CITIZENS WITH INTELLECTUAL DISABILITIES ACT AS AMENDED (D.C. OFFICIAL CODE § 7-1301.01 *et seq.*, SPECIFICALLY § 7-1305.12), THE HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996 AS AMENDED (Pub. L. 104-191), AND OTHER LOCAL AND FEDERAL PRIVACY ACTS; I VOLUNTARILY CONSENT FOR THE DEPARTMENT ON DISABILITY SERVICES TO OBTAIN OR RELEASE RECORD INFORMATION FOR THE PURPOSE STATED ABOVE. I UNDERSTAND THAT THIS CONSENT CAN BE REVOKED BY ME IN WRITING AT ANY TIME. I UNDERSTAND THAT THIS INFORMATION MAY NOT BE REDISCLOSED WITHOUT MY PERMISSION.

One Independence Square ★ 250 E Street, SW ★ Washington, D.C 20024 ★ 202-730-1700 ★ www.dds.dc.gov



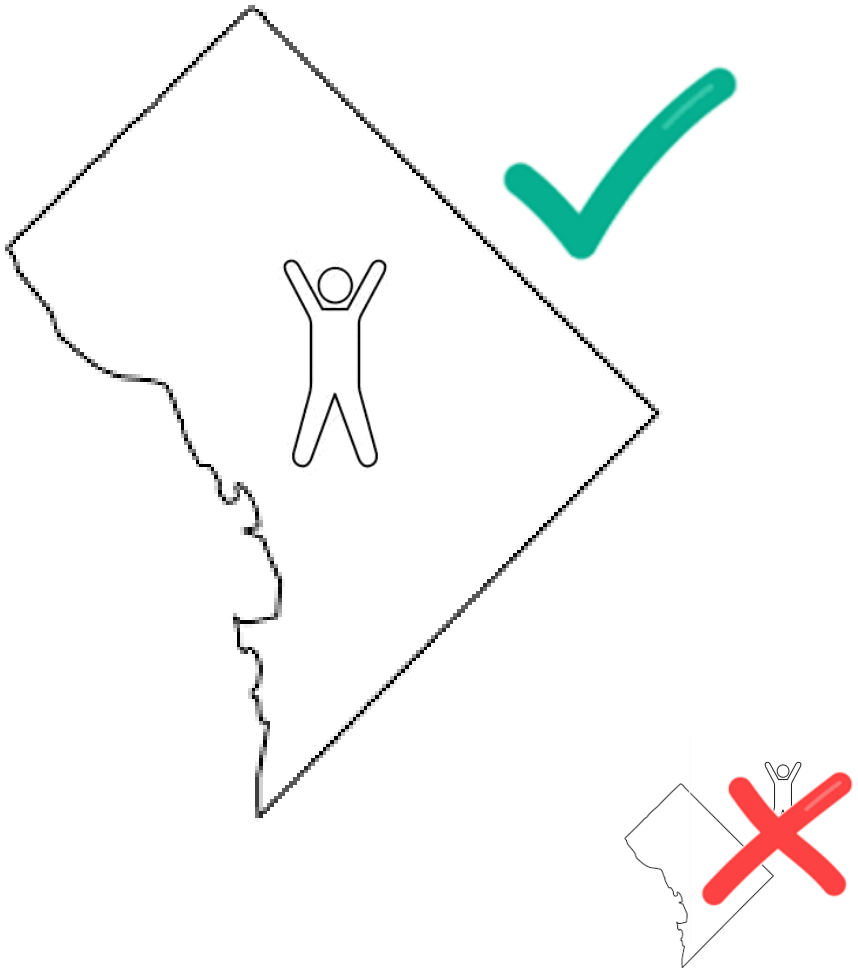
Special Circumstances and the DCRV

Write in the approved circumstance or the document will be rejected by the auditor.

Approved circumstances:

- Au Pair
- Job Corp
- Clergy

REMINDER



What is bona fide residency?

A bona fide resident is someone who is *physically* present in the District.

In addition, they also need to provide valid supporting documentation to support their claim of residency.

Exceptions – students experiencing homelessness, and DC students in foster care but housed in another state.

See 5A DCMR § 5000 *et seq*. for more information on residency regulations.

Do not ‘make the documents work’

Enrolling ineligible non-resident students can result in the student being excluded from school, the family being liable for retroactive tuition, and referral to the Office of the Attorney General for prosecution.

Pursuant § 38–312. Any person, **including any District of Columbia public schools or public charter school official**, who knowingly supplies false information to a public official in connection with student residency verification shall be subject to charges of tuition retroactively, and payment of a fine of not more than $2,000, or imprisonment for not more than 90 days.

Residency Document Collection

Collection format of supporting residency documentation

Supporting residency documents that require the enrolling person to submit a document to the LEA may be collected in person or through electronic submission.

Documents collected by the LEA through an electronic submission may contain personally identifiable information (PII). It is the LEAs responsibility to ensure the privacy and protection of student information in compliance with all applicable federal and local laws. In addition, electronic submissions shall meet the following requirements:

- The documents shall be legible;
- The documents shall be exportable;
- The documents shall be provided in the required format for OSSE's annual enrollment audit;
- The documents shall be maintained in accordance with all records retention policies;
- The documents shall be easily available to comply with the five-day requirement to submit for investigation purposes; and
- The documents shall not be altered, redacted, or expanded on in any way.

Enrollment Audit: E-file Preparation

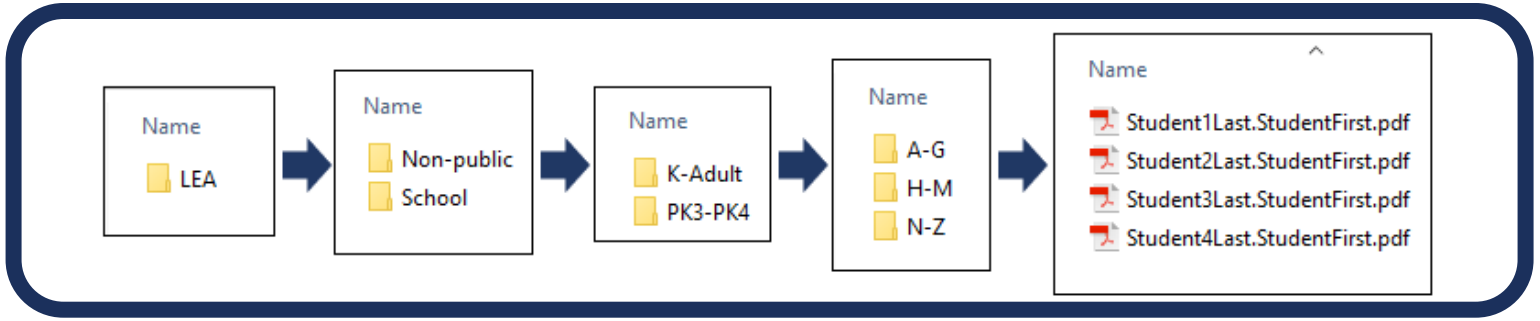
E-file Requirement

All LEAs are required to submit documents electronically via e-file method.

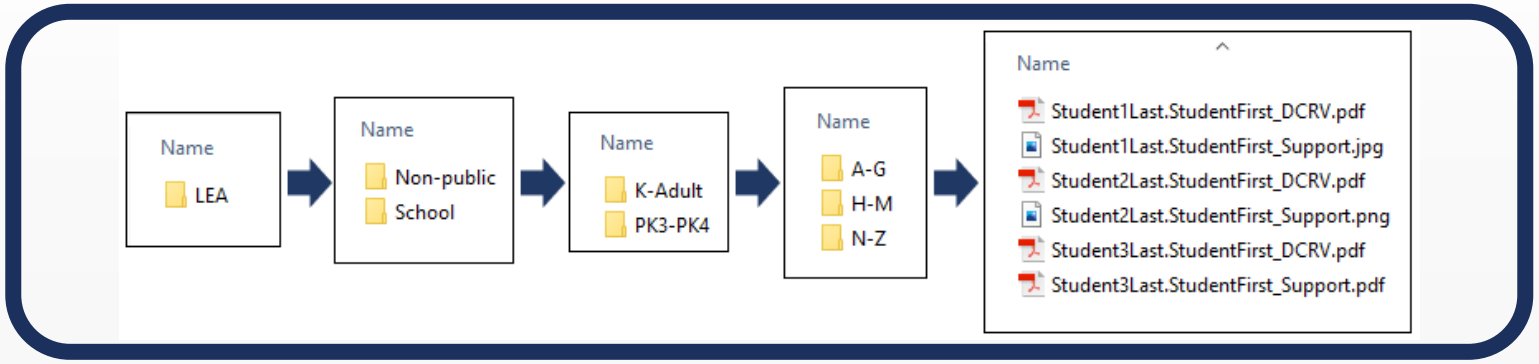
- Additional training and guidance will be provided during the SY2026-27 Enrollment Audit training this coming summer.
- The following slides provide guidance on how to structure documentation folders for easy upload and review by auditors during the 2026-27 school year enrollment audit.

How to set up your e-file documents for the audit

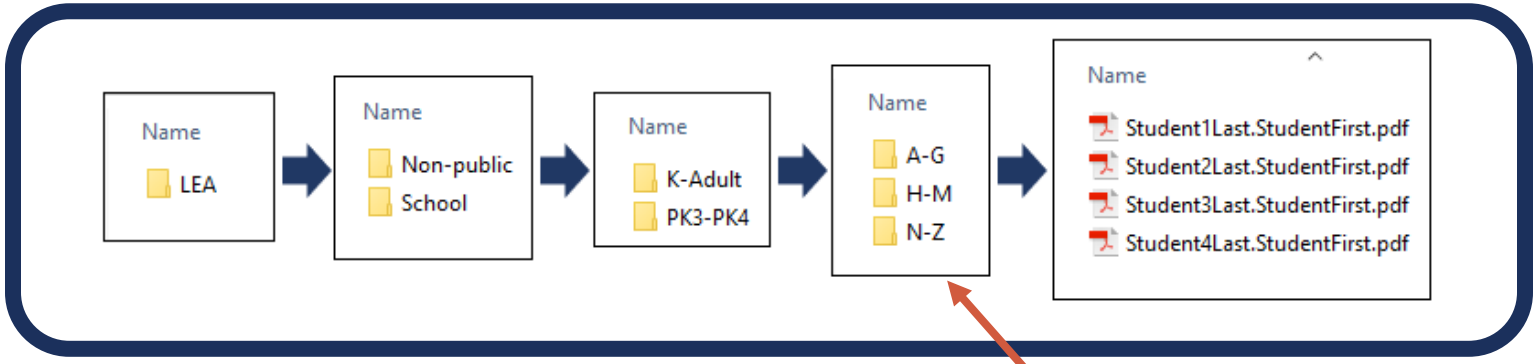
Option 1: A single document containing both residency forms and supporting residency documents



Option 2: Two separate documents - one for the residency forms and one for supporting residency documents



How to set up your e-file documents for the audit



Please be consistent with naming conventions. All file names should follow the same format:

- LastName.FirstName.DCRV
- LastName.FirstName.Support
- LastName.Firstname (if combining all documents into one PDF).
- The use of different punctuation marks or spaces will disrupt the alphabetical order of files in Box and may lead to documents getting overlooked.

Three segments of the alphabet are the minimum requirement, You may choose to break your population into smaller segments if helpful.

How to set up your e-file documents for the audit

Starting in April, LEAs should manage residency forms and supporting residency documents for easy upload for the enrollment audit in October.

Contact OSSE if you want to be connected with another LEA to learn about different e-file management practices.

Review and clean up file names and organize documents throughout the enrollment period.

LEAs may request an alternative e-file structure. Email osse.enrollmentaudit@dc.gov ASAP, but July at the latest, to make the request.

How to submit your e-file documents for the audit

LEAs will gain access to the *Enrollment Audit* Folder in BOX in August to begin uploading 2026-27 school year documents.

LEAs should delete all old, unnecessary folders within the Enrollment Audit folder in BOX.

Upload electronic documents to designated school *Enrollment Audit* folder in BOX.

LEAs may remove, add, and change uploaded documents in BOX up until their upload deadline.

Residency Records Retention Requirements

Records retention

10 YEARS

Residency documents must be maintained at the school attended for a period of no less than 10 years after the student exits the school – ***can be physical or electronic records.***

The LEA or educational institution shall not destroy any student record at any time if:

- there is an outstanding request to inspect and review them;
- there is pending legal action; or
- there is an open or ongoing investigation.

Key Takeaways

- LEAs with incomplete or invalid residency forms and documentation **do not receive funding** for the student.
- Residency is based on **physical presence** and supporting residency documentation.
- Only an **eligible** person can enroll a student.
- OPC is only allowable in situations where the parent, custodian, guardian suffers from **serious family hardship**.
- Both **families and school officials** can be held accountable for knowingly supplying false information.
- Residency records need to be kept for at least 10 years.

Non-Resident Enrollment and Tuition

Veita Clark, Management Analyst

Enrolling a non-resident student

An LEA can only enroll a non-resident if there are ***no*** eligible DC residents on the waitlist.

LEAs are ***not required*** to enroll an eligible non-resident on their waitlist.

LEAs ***do not*** receive UPSFF or the paid tuition for an enrolled non-resident student.

Enrolling a non-resident student cont.

If an LEA does decide to enroll an eligible non-resident student (no DC residents on the waitlist), the non-resident's stage 5 enrollment is contingent on the following:

Confirmation from OSSE that a tuition agreement has been completed.

Confirmation from OSSE that an initial tuition payment has been made.

Email osse.residency@dc.gov the moment you know that you will be enrolling a non-resident student.

Re-enrollment as a non-resident

Non-residents approved to attend a District public school may remain enrolled until the final grade without reapplying only if:

They have paid their non-resident tuition in full by July 15 of each school year.

Their initial enrollment was in accordance with all applicable policies, regulations, laws, and not based on false or fraudulent information.

Moving out of DC

There are three circumstances where a student who was a DC resident but is now a non-resident, is eligible to remain enrolled at their District public school without reapplication as a non-resident. The first two depend on the grade of the student.

1. They are enrolled and attending the final grade at the school.

2. They would have re-enrolled in the final grade of the school in September but became a non-resident during the school year or summer prior to the final grade at the school.

Both circumstances are contingent on the following:

- Approval by the LEA to serve the student as a non-resident
- Completion of a tuition agreement
- Payment of non-resident tuition

Moving out of DC cont.

The third circumstance where a student who was a DC resident but is now a non-resident involves wards of the state.

3 They are no longer a ward of the District and are in the custody of a parent, guardian, or custodian who resides outside the District.

This circumstance applies under broader conditions:

- They shall be approved to attend the District public school they attended before being permanently placed.
- A tuition agreement is not completed.
- Non-resident tuition is not collected.
- Is not conditional on the current grade but are only eligible to remain enrolled until the final grade at the school.

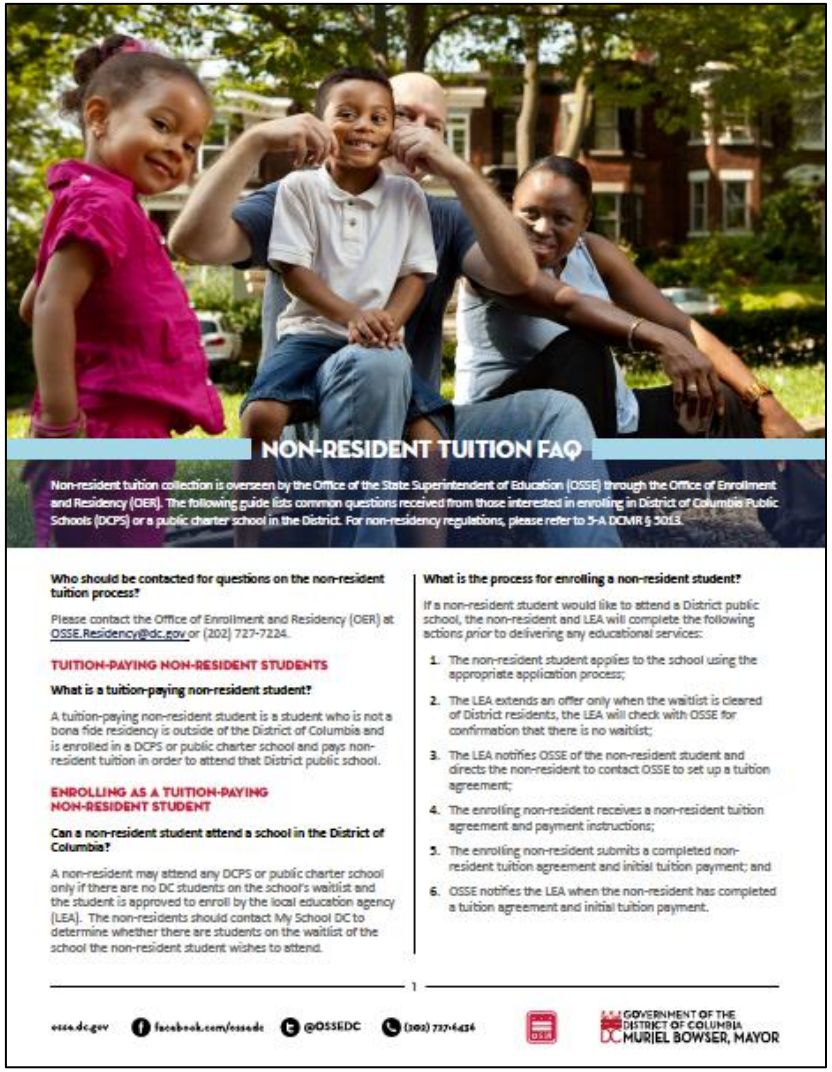
Moving out of DC cont.

If a student does not meet one of these three circumstances, then the LEA shall work with the family to withdraw the student immediately. The student must reapply as a non-resident.

If a student does meet one of these three circumstances, contact OSSE at osse.residency@dc.gov for next steps.

These circumstances apply at ***any point in the school year***. Even if a student moves in the last month of the school year, the LEA is required to withdraw them if they do not meet these three circumstances.* The student must reapply as a non-resident.

*Students that were experiencing homeless, but are no longer, and now located outside the District are eligible to remain enrolled for the remainder of the school year when their homeless status changed.



NON-RESIDENT TUITION FAQ

Non-resident tuition collection is overseen by the Office of the State Superintendent of Education (OSSE) through the Office of Enrollment and Residency (OER). The following guide lists common questions received from those interested in enrolling in District of Columbia Public Schools (DCPS) or a public charter school in the District. For non-residency regulations, please refer to 5-A DCMR § 5013.

Who should be contacted for questions on the non-resident tuition process?

Please contact the Office of Enrollment and Residency (OER) at OSSE.Residency@dc.gov or (202) 727-7224.

TUITION-PAYING NON-RESIDENT STUDENTS

What is a tuition-paying non-resident student?

A tuition-paying non-resident student is a student who is not a bona fide residency is outside of the District of Columbia and is enrolled in a DCPS or public charter school and pays non-resident tuition in order to attend that District public school.

ENROLLING AS A TUITION-PAYING NON-RESIDENT STUDENT

Can a non-resident student attend a school in the District of Columbia?

A non-resident may attend any DCPS or public charter school only if there are no DC students on the school's waitlist and the student is approved to enroll by the local education agency (LEA). The non-residents should contact My School DC to determine whether there are students on the waitlist of the school the non-resident student wishes to attend.

What is the process for enrolling a non-resident student?

If a non-resident student would like to attend a District public school, the non-resident and LEA will complete the following actions *prior* to delivering any educational services:

1. The non-resident student applies to the school using the appropriate application process;
2. The LEA extends an offer only when the waitlist is cleared of District residents, the LEA will check with OSSE for confirmation that there is no waitlist;
3. The LEA notifies OSSE of the non-resident student and directs the non-resident to contact OSSE to set up a tuition agreement;
4. The enrolling non-resident receives a non-resident tuition agreement and payment instructions;
5. The enrolling non-resident submits a completed non-resident tuition agreement and initial tuition payment; and
6. OSSE notifies the LEA when the non-resident has completed a tuition agreement and initial tuition payment.

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osse.dc.gov facebook.com/ossedc @OSSEDC (202) 727-6436 GOVERNMENT OF THE DISTRICT OF COLUMBIA MURIEL BOWSER, MAYOR

Non-resident Tuition FAQ

OSSE has an FAQ document for families interested in attending as non-residents.

Non-resident Tuition FAQ

The LEA guide to enrolling non-residents has been incorporated into the OER Handbook.

Suspicion of Non-residency and Investigations

Eric Block, Lead Investigator
Office of Enrollment and Residency

Before you submit a tip…

Quick review:

- For minor students, residency is where the parent, guardian, or custodian physically resides, not necessarily the student.
- DC only requires ***one*** parent, guardian, custodian to be DC resident for a student to attend a District public school.
- OSSE does not investigate DCPS boundary issues, only issues of non-residency.

If the enrolling person ***tells*** you they are not a resident, you don't need to submit a tip, just work with the parent to withdraw the student. If they have been a non-resident for a long time, let us know.

LEA and suspicion of non-residency

Pursuant to 5A DCMR § 5002.5, even if documentation is completed in accordance to this training, if a school/LEA reasonably concludes that additional information is needed to verify the student's residency, further documentation can be requested from the enrolling person by the LEA.

If you reasonably suspect the enrolling person to be a non-resident, you can:

Ask for additional supporting residency documentation.

Request a home visit from the person enrolling.

Reporting suspicion of non-resident as an LEA

Online (preferred)

dc-osse-oer.i-sight.com/portal

- Easiest way to submit a tip.
- Receive confirmation of receipt and a case number.
- Upload all relevant documents:
  - Residency forms
  - Supporting documents
  - Return to sender letters
  - Emails
  - Other applicable documents

Hotline

(202) 719-6500

- Information is collected over the phone.
- Requires emailing required documents or follow-up by investigator delaying the investigation.

See 5A DCMR § 5000 *et seq*. and DC Code, Title 38, Subtitle I, Chapter 3 38-312 for more information on non-resident investigations.

Q & A

Enrollment and Residency Team

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Contact Us:

- For questions about or related to the enrollment audit, contact: OSSE.EnrollmentAudit@dc.gov
- If parents have questions about non-resident tuition, contact: OSSE.Residency@dc.gov
- To report any suspicions of non-residency, contact: OSSE.Investigations@dc.gov