



District of Columbia
Office of the State Superintendent of Education

ADMINISTRATIVE REVIEW PROCESS CHECKLIST

Special Circumstance Residency Cases

Administrative Review is an opportunity to tell your story and present evidence that proves you are a resident.

Here are the steps in the administrative review process for special circumstances.

	Receive a letter from OSSE. These letters will help families understand why OSSE’s investigation led to a finding of non-residency and explain the next steps and timeline for the administrative review process.
	Ask for administrative review. This is your chance to tell your story. Within 10 business days from the date on the letter, families that disagree with the finding and are interested in an administrative review hearing must contact OSSE by emailing OSSE.Residency@dc.gov by the due date in your notice letter. If a family has already requested administrative review, they do not have to make the request again.
	Send additional documentation of residency. If families have additional documentation that verifies or establishes that they are residents of the District of Columbia, they can provide it to OSSE in advance of the mediation and hearing process. Information should be sent to OSSE.Residency@dc.gov by the due date in your notice letter.
	Request to speak with OSSE about your case. Families have the option of speaking with OSSE before the mediation hearing to give additional information about their case. Any additional documentation sent by families may be discussed during this call.
	Participate in mediation. A neutral third party will facilitate a conversation between OSSE and the family about the finding of non-residency. If OSSE and the families agree on the status of the family after the conversation, the family and OSSE will move to the next step – either paying tuition owed for non-resident families, or ending the case for families found to be residents of the District.
	Administrative hearing. If OSSE and the family cannot come to an agreement during mediation, the next step is a formal administrative hearing, where both sides present evidence before a neutral hearing officer who will decide whether OSSE’s finding will be upheld or denied.
	Final decision. At the end of the process, the judge will provide a final decision, and the family and OSSE will move to the next step – either paying tuition owed for non-resident families, or ending the case for families found to be residents of the District.

For complete details on the administrative review process, please refer to the letter OSSE sent to your family. Contact OSSE.Residency@dc.gov with additional questions.

