



DISTRICT OF COLUMBIA

OFFICE OF THE STATE SUPERINTENDENT OF

**EDUCATION**

## **Guidance Related to Coronavirus (COVID-19): SY2020-21 Enrollment Process: Part II**

(Updated April 21, 2020)

### **Background**

As a part of the District's response to coronavirus (COVID-19), the Office of the State Superintendent of Education (OSSE) is modifying certain policies related to residency verification.

### **Scope**

This document contains guidance specific to residency verification requirements for enrolling students. For part I of the residency verification requirement guidance, please refer to guidance issued [here](#).

### **Effective Date**

Policy updates outlined below will apply to all students enrolling for the 2020-21 school year, which began on March 27, 2020.

### **Policy Guidance**

#### *Enrollment deadlines*

My School DC released lottery results to LEAs on March 26, and families on March 27, as previously planned and advertised. Typically, families enrolling into a matched school through the My School DC Lottery system have an initial enrollment deadline of May 1. In accordance with part I of the enrollment guidance [here](#), that initial deadline is extended until Monday, June 15, 2020 at 5:00 p.m. Only after that initial deadline will schools be able to decline students who were matched but have not yet enrolled at the schools' discretion, and begin to use their waitlists to extend additional offers. The deadline for enrollment and the point in time count for the Enrollment Audit is still set for October 5, 2020.

#### *Expanded Use of OSSE Residency Verification Tools*

In order to demonstrate residency upon enrollment, LEAs are required to collect completed Residency Verification (DCRV) forms for all enrolling students. Additional supporting documentation (such as a paystub or utility bill) may also be required, except for persons whose residency can be validated through OSSE's data sharing tools with other District agencies<sup>1</sup>. Until now, there were policy limitations on the populations that could benefit from these tools: specifically, newly enrolling students at the LEA as well as pre-K3 and pre-K4 students were omitted from these OSSE residency verification processes and thus required to submit supporting documentation.

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<sup>1</sup>The District of Columbia's residency verification regulations currently authorize OSSE to confirm the residency of an enrolling person re-enrolling a school-aged student through an interagency data-sharing process. This process provides OSSE with residency confirmation data for persons receiving District government financial benefits or who have paid District taxes.

With the issuance of this policy, OSSE is now expanding the use of these tools (described in detail in section 2.4(k) of the OER Handbook) to verify residency to these previously excluded populations: students enrolling in a new LEA and students enrolling in pre-K3 and pre-K4. LEA access to this data and the associated residency indicator will remain unchanged through the OSSE Qlik Subsidy Residency Application; data for these additional populations will be available through the application beginning on May 5, 2020.

We anticipate that this expansion will have a material impact on the number of documents required for the residency verification process and thus relieve burden on both LEAs and families. Note that though this policy change is being introduced at this time specifically to assist families enrolling remotely for SY20-21, that this is a permanent change to OER policy and will be incorporated into future version of the OER Handbook.

#### *Extension of Expiration Dates on DC Department of Motor Vehicle Documents (DMV)*

As part of the District's response to the coronavirus (COVID-19) outbreak in the United States, the DC Department of Motor Vehicles (DMV) has extended the expiration date for all documents expiring March 1 through April 28, including drivers licenses, identification cards, and vehicle registrations, until May 15, 2020.

In response to these changes, valid driver's licenses, identification cards, and vehicle registrations that expired March 1 through April 28 are acceptable valid supporting documents for residency verification if presented to the LEA on or before May 15, 2020. Should the DMV make any additional extensions to expiration dates for these documents, OSSE will make parallel adjustments to expectations for supporting documents for residency verification.

#### *Ability to Request Additional Documentation*

As always, pursuant to 5-A DCMR § 5002.5, even if appropriate documentation is submitted per this and other OER policies, schools and LEAs *always* have the ability to request additional documentation if they reasonably conclude that additional information is needed to verify the student's residency or the documentation submitted is for any reason deemed insufficient.

#### **Forthcoming policy updates**

In addition to these immediately applicable policy updates, OSSE is developing further guidance on the following issues:

- Verifying District residency through a Home Visitation
- Verifying District residency for persons requiring in-person assistance

Again, in all decisions, OSSE will consider relevant federal and local requirements, and fairness to LEAs and schools, during this dynamic time.

#### **Questions?**

If you have questions relating to these policies please contact OSSE's Director of Enrollment and Residency, Aaron Parrott at [Aaron.Parrott@dc.gov](mailto:Aaron.Parrott@dc.gov).