



DISTRICT OF COLUMBIA

OFFICE OF THE STATE SUPERINTENDENT OF

**EDUCATION**

## **Guidance Related to Coronavirus (COVID-19):**

### **SY2020-21 Enrollment Process: Part IV**

(Updated June 2, 2020)

#### **Background**

As 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 and providing additional guidance.

#### **Scope**

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

#### **Effective Date**

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

#### **Policy Guidance**

##### *Remote Home Visitation to Verify Residency*

If there are extenuating circumstances that prevent a parent, guardian, custodian, other primary caregiver, or adult student from producing approved residency verification documents, school officials may conduct a home visit with the enrolling person's consent. Traditionally, the home visit is conducted in-person with the school official entering the residence and obtaining evidence that verifies the enrolling person resides at the District address. To support social distancing requirements and public health advisements, OSSE is outlining the following steps for a remote home visitation:

- The enrolling person shall complete and sign the Home Visit Consent and Verification form;
- The school official and enrolling person shall connect for the remote home visit through a live video application;
- In one continuous live video, the enrolling person should show the following:
  - The outside of the residence including the address number,
  - The inside of the residence, and
  - Obtain evidence that verifies the enrolling person resides at the District address. Recommended items are outlined on the back of the Home Visit Consent and Verification form;

- The school official shall indicate on the Home Visit Consent and Verification form, in Step 1, that the home visit was conducted remotely; and
- The school official shall complete and sign the Home Visit Consent and Verification form.

In many cases, an enrolling person may only have one of the valid supporting residency documents from the list of acceptable items that require two submissions – DC motor vehicle license or non-driver identification, DC motor vehicle registration, lease, utility bill. It is recommended that the LEA collect the one document the enrolling person may have when agreeing to conduct a remote home visit.

#### *Lease Payment Explanation Letter*

An unexpired lease or rental agreement with proof of payment is a valid supporting document, in conjunction with one of the other valid supporting documents that require two submissions. The proof of payment amount must match the amount stipulated on the lease.

For proof of payment amounts that do not match the amount stipulated on the lease, OSSE will now accept a signed letter from the property owner or leasing agency, as identified on the lease, explaining the reason for a proof of payment not matching the listed monthly rental amount. The letter must contain the following:

- Date;
- Enrolling person's name;
- Enrolling person's address (as identified on the DC Residency Verification form);
- Confirmation that the enrolling person resides at the address;
- Reason for the different proof of payment amount;
- Name of property owner or leasing agency agent; and
- Signature of property owner or leasing agency agent.

#### *Ability to Request Additional Documentation*

As always, pursuant to 5-A DCMR § 5002.5, even if appropriate documentation is submitted per this and other OSSE Office of Enrollment and Residency (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.

#### **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).

For resources and additional information on the District of Columbia Government's coronavirus (COVID-19) response and recovery effort, please visit [coronavirus.dc.gov](http://coronavirus.dc.gov).