



District of Columbia
Office of the State Superintendent of Education

HOW TO READ THIS FORM

This guide is to help you understand how to read the Electronic & Paper Residency Investigation Summary Report.

UNDERSTANDING RESIDENCY

To attend public or public charter school for free in the District, a student shall establish and maintain residency in the District. To establish residency, the person enrolling the student shall demonstrate compliance with all three of the following requirements:

- (1) If anyone other than the parent is enrolling the student, establish that they are the valid guardian, custodian, or other primary caregiver, as set forth in 5-A DCMR § 5000 et seq. and specifically defined in 5-A DCMR § 5099, with proper documentation such as a custody order, or an “other” primary caregiver form;
- (2) Establish a physical presence in the District, defined as the “actual occupation and inhabitation of a place of abode with the intent to dwell for a continuous period of time”; and
- (3) Submit valid and proper documentation that establishes bona fide residency.

**DISTRICT OF COLUMBIA
OFFICE OF THE STATE SUPERINTENDENT OF
EDUCATION**

Electronic and Paper Residency Investigation Summary Report

School:		
Student Name:		
Person Enrolling Child:		
Relationship: <input type="checkbox"/> Parent <input type="checkbox"/> Guardian <input type="checkbox"/> Custodian <input type="checkbox"/> Other primary caregiver (OPC) <input type="checkbox"/> Unauthorized Relative	Supporting documentation submitted: <input type="checkbox"/> Custody Order <input type="checkbox"/> OPC form <input type="checkbox"/> Court Order <input type="checkbox"/> Not Submitted <input type="checkbox"/> NA	Date Enrollment Form Signed: Notes:
Address of Record: <i>(Student Address is Verifying Parent Address)</i>		Email Address of Record:

SUMMARY OF FINDINGS	
<input type="checkbox"/> Evidence supports that child is a D.C. Resident <input type="checkbox"/> Evidence supports that child is NOT a D.C. Resident <input type="checkbox"/> Documentation submitted is not sufficient <input type="checkbox"/> Physical Presence outside of DC <input type="checkbox"/> Other	Conclusion:
Alleged Residence: <input type="checkbox"/> MD <input type="checkbox"/> VA	
Alleged Address:	

(1) Documentation Submitted with Residency Verification Form	Date of RVF:
One of: <input type="checkbox"/> Pay stub (w/in 45 days); <input type="checkbox"/> Unexpired official documentation of financial assistance from DC Govt <input type="checkbox"/> TANF <input type="checkbox"/> Medicaid <input type="checkbox"/> SCHIP <input type="checkbox"/> SSI <input type="checkbox"/> Housing <input type="checkbox"/> Other <input type="checkbox"/> Certified Copy of Form D40 <input type="checkbox"/> Current Military Housing Order; <input type="checkbox"/> Embassy letter (w/in 12 months); <input type="checkbox"/> Court Order that child is Ward of DC <input type="checkbox"/> Housing assistance letter from a housing shelter	Two of: <input type="checkbox"/> Unexpired DC motor vehicle registration; <input type="checkbox"/> Unexpired lease or rental agreement & proof of payment for period w/in 2 months; <input type="checkbox"/> Unexpired DC motor vehicle operator's permit or other official non-driver identification; and <input type="checkbox"/> One utility bill (only gas, electric and water bills acceptable) proof of payment for period w/in 2 months.
The documentation submitted is: <input type="checkbox"/> Sufficient on its face <input type="checkbox"/> Insufficient or Incomplete on its face <input type="checkbox"/> Appears Falsified or Inauthentic <input type="checkbox"/> Obtained solely for enrollment purposes	Notes/Explanation:

The first section contains information submitted on the student’s enrollment form at the school:

- If multiple enrollment forms were submitted for the same school year, it includes the information from the form with the latest date. Any relevant information from prior enrollment forms will be found in the “Notes” box.
- The “supporting documentation submitted” checkboxes are used when a person other than the parent is enrolling the student. If the parent enrolled the child, then NA (meaning Not Applicable) will be marked.

The second section includes the summary of findings from the investigation:

- If a finding has been made, one of the “Evidence Supports” checkboxes will be marked, as will the specific basis for the finding (see additional detail in the “Understanding Residency” box above).
- The conclusion box provides a narrative of the basis for the findings.

The third section includes information about the documentation submitted to the school with the residency verification form (RVF):

- The top boxes identify which documents were checked off on the RVF*.
- The shaded box at the bottom evaluates the sufficiency of the documents submitted.

* Also known as DCRV Form 1.

(2) Established a physical presence in the District of Columbia (The actual occupation and inhabitation of a place of abode with the intent to dwell for a continuous period of time)

Record Reviewed	State or Address	Overlaps with Enrollment Timeframe?	Notes
<input type="checkbox"/> Property Records		<input type="checkbox"/> Yes	
<input type="checkbox"/> Utility Bills		<input type="checkbox"/> Yes	
<input type="checkbox"/> Lexis Nexis Report		<input type="checkbox"/> Yes	
<input type="checkbox"/> Voter Registration		<input type="checkbox"/> Yes	
<input type="checkbox"/> Vehicle Registration		<input type="checkbox"/> Yes	
<input type="checkbox"/> Driver's License		<input type="checkbox"/> Yes	
<input type="checkbox"/> Court Records		<input type="checkbox"/> Yes	
<input type="checkbox"/> Social Media		<input type="checkbox"/> Yes	
<input type="checkbox"/> Other		<input type="checkbox"/> Yes	
The evidence demonstrates:		Notes/Explanation:	
<input type="checkbox"/> Physical presence established in DC <input type="checkbox"/> Physical presence established in MD <input type="checkbox"/> Physical presence established in VA <input type="checkbox"/> Other			

The fourth and final section includes information about the kinds of records reviewed that demonstrate physical presence:

- Various types of records are examined during an investigation. Records found to potentially support a physical presence outside of the District are identified in the checkboxes at the left.
- For each type of record selected, a state is also identified.
- The enrollment timeframe includes the period from the date the residency verification form is signed through the completion of the relevant school year. If the record demonstrates activity, i.e., address change or utility connection, within or close to the enrollment timeframe, the “Yes” box will be checked. If it is not checked, it is because the record does not provide a specific time or is outside of the enrollment timeframe, but still corroborates out of state presence.
- The shaded section at the bottom includes the summary findings based on records indicating physical presence.

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