

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

Sufficient on its face

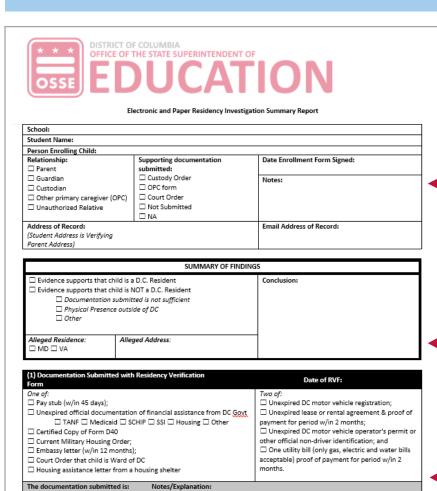
☐ Insufficient or Incomplete on its

Appears Falsified or Inauthentic

☐ Obtained solely for enrollment

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 inhabitance 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.



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 inhabitance of a place of abode with			
the intent to dwell for a continuous period of time)			
Record Reviewed	State or	Overlaps with	Notes
	Address	Enrollment	
		Timeframe?	
☐ Property Records		☐ Yes	
☐ Utility Bills		☐ Yes	
☐ Lexis Nexis Report		☐ Yes	
☐ Voter Registration		☐ Yes	
☐ Vehicle Registration		☐ Yes	
☐ Driver's License		☐ Yes	
☐ Court Records		☐ Yes	
☐ Social Media		☐ Yes	
☐ Other		☐ Yes	
The evidence demonstrates:		Notes/Explanation:	
☐ Physical presence established in DC			
☐ Physical presence established in MD			
☐ Physical presence established in VA			
☐ 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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