



 Name of LEA/School

DC RESIDENCY VERIFICATION FORM

Part A. Parent/Guardian/Caregiver or Adult Student Confirmation

Choose (i) or (ii). If other primary caregiver is chosen, Part D (page 2) must be completed:

- (i) I am the **parent/guardian** who enrolled _____ in school.
 other primary caregiver (Student Full Name)
- (ii) I am the **adult student** who enrolled myself, _____, in school.
 An adult student is at least 18 years old or an emancipated minor. (Adult Student Full Name)

I, the parent/guardian/caregiver or adult student, affirm that I reside at the following address:

 (Parent/Guardian/Caregiver or Adult Student Home Address)

Part B. General Residency Verification (must be completed by school official for all students)

The person who enrolled the student or the adult student has presented the following as proof of his/her District of Columbia residency.

Each item must contain the name of the person enrolling the student or the name of the adult student and his/her DC address along with the criteria below.

(Refer to List of Acceptable Supporting Documentation Checklist on page 3 for detailed explanations.)

(A) One of the following items:

- ___ Pay stub, issued within 45-day window prior to school's review of residency documentation, showing withholding of DC personal income tax.
- ___ Unexpired official documentation of financial assistance from the DC Government including TANF, Medicaid, SCHIP, SSI, housing assistance or other DC governmental programs.
- ___ Certified copy of DC Tax Form-D40.
- ___ Military housing orders.
- ___ Embassy letter.

(C) If one of the following applies, no signature is required in Part C.

- ___ There is evidence that the student is homeless and the homeless liaison has provided homeless documentation.
- ___ Child is a ward of the District of Columbia.

(B) Two of the following items with matching names and addresses.

- ___ Unexpired DC motor vehicle registration.
- ___ Unexpired lease with proof of payment within 2 months preceding school's review of residency documents.
- ___ Unexpired DC driver's license or non-driver ID.
- ___ Utility bill with proof of payment within 2 months of school's review of residency documentation.

(D) Only use if documents in (A) – (C) cannot be provided.

- ___ The person enrolling the student or the adult student has consented to a home visit. The visit is complete and the **Home Visitation Residency Verification Form and Home Visitation Consent Form have been completed** to confirm residency.

I certify, under the penalties of perjury, that I have personally reviewed all the documents presented and affirm that the information represented above is true to the best of my knowledge, information, and belief. I also affirm that all supporting documentation to this form will be retained by the school and made available to OSSE, external auditors, and other agencies including but not limited to the DC Office of the Inspector General, DC Office of the Attorney General, etc. upon request.

 School Official (Print)

 School Official (Signature)

 Date

Part C. Parent/Guardian/Caregiver or Adult Student Sworn Statement of DC Residency

Signature required except if Part B. (C) applies.

I understand that enrollment of the student in District of Columbia public schools or public charter schools, or other schools providing educational services funded by the District of Columbia, is based on my representation of DC residency, including this sworn statement of DC residency and my presentation of residency verification documentation. If this sworn statement is false, I understand that I am liable for payment of retro-tuition for the student, and that the student may be withdrawn from school. Additionally, I understand that, under D.C. Code §38-312, any person who knowingly supplies false information to a public official in connection with student residency verification shall be subject to payment of a fine of not more than \$2,000 or imprisonment for not more than 90 days, but not both a fine and imprisonment. I hereby waive my rights to confidentiality of information relative to my residence and understand that the District of Columbia will use whatever legal means it has at its disposal to verify my residence. I also agree to notify the school of any change of residence for myself or the student within three (3) school days of such change.

 (Printed Name of Parent/Guardian/Caregiver or Adult Student)

 (Phone Number)

 (Signature of Parent/Guardian/Caregiver or Adult Student)

 (Date)

Penalty for False Information:

Any person, including any District of Columbia public school or public charter school official, who knowingly supplies false information to a public official in connection with student residency verification shall be subject to charges of tuition retroactively, and payment of a fine of not more than \$2,000 or imprisonment for not more than 90 days, but not both fine and imprisonment, pursuant to the District of Columbia Nonresident Tuition Act, approved September 8, 1960 and amended by the District of Columbia Public Schools and Public Charter School Student Residency Fraud Prevention Amendment Act of 2012 (D.C. Code §38-312). The case of any such person may be referred by the Office of the State Superintendent of Education to the Office of the Attorney General.



Part D. Other Primary Caregiver Verification

Only complete this section if the person enrolling the student is NOT the parent, legal guardian, or court appointed custodian of the student. Section must be completed by school official ONLY.

An "other primary caregiver" is a person other than a parent or court-appointed custodian or guardian who is the primary provider of care and support to a child who resides with him or her, and whose parent, custodian, or guardian is unable to supply such care and support. Other primary caregivers must establish DC residency as required in Part B, in addition to establishing his/her status as an "other primary caregiver". The following are examples of when an "other primary caregiver" status applies:

- Parent has abandoned the child
- Does not live with the child due to neglect and/or abuse
- Parent suffers from serious illness
- Parent is incarcerated
- Parent is deceased
- Parent is on active military assignment

I hereby certify that the caregiver named in Part A of this form has confirmed "other primary caregiver" status using one (1) of the choices above and presented one (1) of the following documents verifying his/her status as an "other primary caregiver":

- ___ Records from the previous school year indicating that the student is in the care of the caregiver, including, but not limited to, a signed report card;
- ___ Immunization or medical records issued within the last twelve (12) months immediately preceding the school's review of the residency documentation, indicating that the student is in the care of the caregiver;
- ___ Unexpired official documentation from the federal government or the Government of the District of Columbia with an issue date within the last twelve (12) months immediately preceding the school's review of residency documentation, indicating that the caregiver receives public or medical benefits on behalf of the student, including, but not limited to, Supplemental Security Income annual benefits notification or TANF verification of income notice or recertification approval letter,
- ___ A completed and signed Sworn Statement of Other Primary Caregiver form (issued by OSSE) indicating that he/she is the primary caregiver for the student; or
- ___ An Attestation for Other Primary Caregiver form (issued by OSSE) completed and signed by a legal, medical or social service professional attesting to the caregiver's status relevant to the student and issued within the last twelve (12) months immediately preceding the school's review of residency documentation.

I certify, under the penalty of perjury, that I have personally reviewed the documents presented and affirm that the information represented above pertaining to other primary caregiver verification is true to the best of my knowledge, information, and belief. I also affirm that all supporting documentation to this form will be retained by the school and made available to OSSE, external auditors, and other agencies including but not limited to the DC Office of the Inspector General, DC Office to the Attorney General, etc. upon request.

School Official (Print)

School Official (Signature)

Date



List of Acceptable Supporting Documentation Checklist

Part A (One is needed from this list to verify residency.)

- Pay stub:** Issued within the forty-five (45) day-window immediately preceding the school's review of residency documentation, that contains the name of person enrolling the student or the name of the adult student, shows his/her current DC home address, and shows withholding of DC personal income tax for the current tax year.
- Unexpired official documentation of financial assistance from the Government of the District of Columbia:** Issued to the person enrolling the student or the adult student within the past twelve (12) months and be current at the time presented to the school, including, but not limited to, Temporary Assistance for Needy Families (TANF), Medicaid, the State Child Health Insurance Program (SCHIP), Supplemental Security Income, housing assistance or other programs.
- Certified copy of Form D40:** Certified by the DC Office of Tax and Revenue, with the name of person enrolling the student or the name of the adult student as evidence of payment of DC taxes for the current or most recent tax year.
- Military housing orders:** Showing the name of the person enrolling the student or the name of the adult student, and their residency or home address in DC, including but not limited to a DEERS statement or other official communication on military letterhead.
- Embassy letter:** Issued within the past twelve (12) months showing the name of the person enrolling the student or the name of the adult student, indicating that the caregiver and the dependent student or the adult student currently live on embassy property in the District of Columbia or will reside on DC property confirmed by the embassy during the relevant school year, and an official embassy seal.

Part B (Two are needed from this list to verify residency. The address and name on each of the items must be the same.)

- Unexpired DC motor vehicle registration** showing the name of the person enrolling the student or the name of the adult student and his/her current DC home address.
- Unexpired lease or rental agreement with proof of payment of rent,** in the name of the person enrolling the student or the name of the adult student, for a period within two (2) months immediately preceding the school's review of residency documentation, for the current DC address at which the student actually resides.
- Unexpired DC motor vehicle operator's permit or official government issued non-driver identification** in the name of the person enrolling the student or the name of the adult student showing his/her current DC home address.
- Utility bill (only gas, electric, and water bills are acceptable) with proof of payment of a bill,** from a period within the two (2) months immediately preceding the school's review of residency documentation, listing the name of the person enrolling the student or the name of the adult student and his/her current DC home address.

Part C (If one of these applies, no signature is required in Part C.)

- Homeless:** There is evidence that the student is homeless and the school's homeless liaison has provided the appropriate homeless documentation.
- Ward of the District of Columbia:** Proof that child is a ward of the District of Columbia, in the form of a court order or official documentation from DC Child and Family Services Agency.