



Enrollment & Residency Training

Gearing Up for the 2019-20 School Year

March 4, 2019



Agenda

- Welcome and Objectives
- Enrollment Process and Partners
 - My School DC
 - Home Language Survey
- Residency Overview
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 - Residency Forms
 - Electronic Residency Verification
 - Enrolling Students Experiencing Homelessness
- Non-Resident Tuition Paying Students
- Investigating Non-residency
- Questions & Answers



Training Objectives

- Review general policies for enrollment and residency for DC public and public charter schools.
- Understand the enrollment process, including the home language survey process.
- Review required residency forms and supporting documentation for enrolling students.
- Understand the process for enrolling homeless/displaced students.
- Review the process for enrolling non-resident tuition paying students.
- Identify areas of prevention to reduce issues with non-residency.



Enrollment Processes



Enrollment Overview

Enrollment and residency verification process:

- 1. Lottery Results Released:** Lottery results released by My School DC on Friday, March 29. This is the earliest date a student can enroll with a school for the 2019-20 school year.
- 2. Enrolling Family/Adult Student Document Submission:** Every student identifying as a District resident must complete a DC Residency Verification (DCRV) form and provide residency supporting documentation. LEAs/schools may have additional documentation required for enrollment.
- 3. School-Level Review of Documentation:** Upon submission of all enrollment and residency documents, the school staff reviews all forms for completeness and accuracy.
- 4. Complete Stage 4 Enrollment:** Once documentation is confirmed complete and accurate by the school, recorded in your SIS, the student is then considered Stage 4 enrolled within your LEA/school.



Stages of Enrollment

Timeline for the stages of enrollment:

Stage 1 – Application by student to attend the school

Stage 2 – Acceptance and notification of available slot

Stage 3 – Acceptance of the offered slot

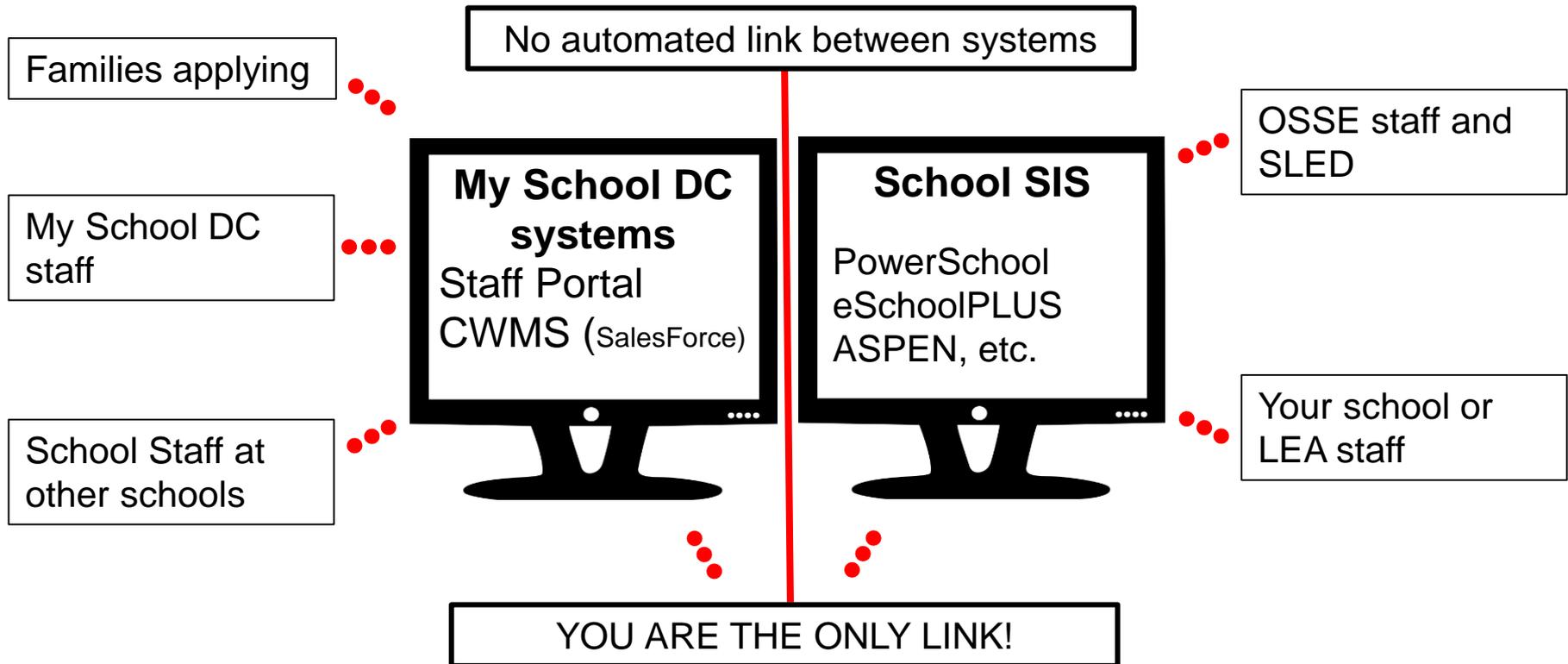
Stage 4 – Registration of student in Student Information System

Stage 5 – Receipt of educational services



My School DC Systems

Separate Systems For Different Audiences



When you enroll a student, do so in BOTH your Student Information System and in the My School DC Centralized Waitlist Management System (CWMS)



Home Language Survey



Home Language Survey

Local education agencies (LEAs) must identify all students who are potentially eligible for English language services through the home language survey. The home language survey is a questionnaire completed by parents/guardians of all students **at the time of the student's first enrollment in a District public or public charter school.**

The survey includes three essential questions:

1. Is a language other than English spoken in your home?
 2. Does your child communicate in a language other than English?
 3. What is your relationship to the child?
-



Home Language Survey

While the **home language survey** is used to determine if a student is **eligible to take an English language proficiency screener**, it is not used to determine:

- immigration purposes
 - residency status
 - the student as an English learner
-



Home Language Survey

OSSE's Home Language Survey has two cover sheets.

- For Parents – This cover sheet must be issued to families upon their child's first enrollment in a DC public or public charter school.
 - For LEAs – This is an informational and instructional bulletin explaining the purpose of the survey and how to administer and interpret the survey.
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Home Language Survey

The survey is composed of five sections. Upon completion, the home language survey must stay in the student's file.

1. Administrative instructions for enrollment staff.
 2. Survey items
 3. The law regarding the screening
 4. Enrollment staff should also be familiar with the Registrar Process box language
 5. School official comments
 6. Signature and date completion by enrolling parent or guardian
-



Home Language Survey Questions

Therefore, **it is the responsibility of the school/LEA to ensure it collects accurate responses by providing language support to families** with Limited English proficiency. The translated “For Families” cover sheet *may not be enough!*

When there is a ***new*** student enrolling at your LEA or school, contact the EL coordinator for guidance on determining whether the student is an English learner.



Home Language Survey

LEAs **must** take measures to identify all students who are **potentially** eligible for English language services.

- **If** a student’s guardian responds “Yes” to either question 1 or question 2
- **then** the student must be referred to the appropriate LEA staff (i.e., English Learner [EL] Coordinator) for English language proficiency screening.

Myth Debunked:

Having another language spoken in the home or routinely used in other settings is **not** an automatic identification of a student as an EL.



Accessing the Home Language Survey

<https://osse.dc.gov/node/682462>

Please complete this Home Language Survey at the student's initial enrollment in a District of Columbia school. This form must be signed and dated by the parent of guardian. This form must be kept in student's file.

Attachment(s):

-  OSSE Home Language Survey.pdf - 298.8 KB (pdf)
-  Home Language Survey for LEAs.pdf - 450.1 KB (pdf)
-  Home Language Survey Instructions (English)_Families.pdf - 500.5 KB (pdf)
-  Home Language Survey_French.pdf - 261.8 KB (pdf)
-  Home Language Survey_Chinese.pdf - 286.2 KB (pdf)
-  Home Language Survey_Amharic.pdf - 312.1 KB (pdf)
-  Home Language Survey_Korean.pdf - 459.0 KB (pdf)
-  Home Language Survey_Spanish.pdf - 336.3 KB (pdf)
-  Home Language Survey_Vietnamese.pdf - 358.2 KB (pdf)



English Language Proficiency Screening

English language proficiency screening is the second step in identifying potential English Learners (EL) to help determine whether a student is eligible for placement in an LEAs EL program.

IF

- The Home Language Survey indicates a language other than English is spoken in the home to or by the student **and**
- No information about the student being an EL appears in Qlik

THEN

- the student **MUST** be screened for possible identification as an English learner using the appropriate screener
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Reminders

- **All students** need to complete a Home Language Survey if they are new to DC public schools.
 - Screeners must be administered within 30 days of stage 5 enrollment.
 - LEAs must align the SIS fields with data from the Home Language Survey and screening.
 - Use the Home Language Survey responses to inform your SIS' "Native Language" field.
 - Use the screener results to complete the following fields:
 - LEPIndicator (Is the student EL? Yes/No)
 - LEPStatus (Screener status)
 - If a student's parent waives EL services, note their parent waiver status in the "LEPStatus" field.
-



Contacts

For assistance with professional development and on-site EL Program assistance, please contact:

Anika Harris

Professional Development Specialist, English Language Acquisition (K-12)

Division of Teaching and Learning

Anika.Harris@dc.gov

For guidance regarding English Learner Program and policy support, please contact:

Dr. Jennifer Norton

English Learner Program Manager, Division of Teaching and Learning

Jennifer.Norton@dc.gov



Residency Overview



Residency Verification Overview

Residency verification is used as a method to ensure free public education for all students who are bona fide residents of the District. Residency verification takes place annually at the time of enrollment or within ten days through the process of enrollment using 5A DCMR, 5002.1a-c:

Upon initial enrollment, the person seeking to enroll the student

- shall establish residency in the District of Columbia;
- shall establish residency annually; and
- the current local education agency (LEA) shall verify each student's District residency annually



Bona Fide District Resident

The District of Columbia Municipal Regulations (DCMR) define a bona fide resident as a person who has **BOTH** of the following:

Establishes physical presence in the District of Columbia; and

Submits valid and proper documentation



Common Misunderstandings and Mistakes

“I live in MD, but my child(ren) stays with their grandparents, who live in the District, while I am at work. Does this make my child(ren) eligible to attend DC public school without paying tuition?”

No. The grandparent(s) would have to be an eligible Other Primary Caregiver (OPC).

“I own a home in DC and use it as a rental property. Can I use that home to prove residency?”

No. A bona fide resident is defined as a person who has established a physical presence in the District. Just owning a property in DC does not make you a resident for the purposes of attending a DC public school, you must also use it as your primary residence.

“ I don’t live in the District but I am a employee of the District, can I enroll my child(ren) without requiring to pay tuition?”

No. As an employee for the District but not being a bona fide resident you would still need a tuition agreement and could not enroll before any DC residents. There are no scholarships or discounts provided for being a District employee.

“I don’t live in the District but my child(ren)’s other parent is a resident of the District. Can my child(ren) attend?”

Yes. If one parent is a bona fide resident and provides document to prove residency. The DC resident parent should be the one to enroll the child(ren) in a DC public school. (custody exceptions)



Residency Verification – Forms and Resources



Residency Verification Forms

Annually, OSSE updates the DC Residency Verification (DCRV) forms which all enrolling District residents must use to confirm bona fide District residency.

It is the responsibility of the LEA/school to verify the enrolling student's residency status by reviewing the completed DCRV and required supporting documentation.

REMINDER: The DCRV informs families to notify the school of any change of residence for them, or the student, **within three school days of such change.**

If parent/guardian/other primary caregiver, or adult student moves out of the District, they are required to enter into a tuition agreement for the remainder of that school year or be withdrawn from school.



Residency Verification Forms

SY19-20 Form Name	Form Overview	Form Changes for SY19-20
DC Residency Verification form	<p>Required of all District students enrolling in school for SY19-20.</p> <p>Requires school official signature.</p>	<p>Revised and updated to capture accurate and more useful information while clarifying the process for parents.</p> <p>Form updated through partnership with the Mayor's office.</p>
Other Primary Caregiver Form	<p>For persons other than parent or legal guardian enrolling student. This form is required to confirm student is under the care of the enrolling adult.</p> <p>Requires school official signature.</p>	<p>This is required for any enrolling person that identifies as an other primary caregiver.</p> <p>It defines the characteristics of an other primary caregiver.</p>
Other Primary Caregiver Attestation	<p>Used as documentation to verify other primary caregiver status. Not completed by the OPC.</p>	<p>For use only in instances for a professional confirming other primary caregiver status.</p>



Residency Verification Forms

SY19-20 Form Name	Form Overview	Form Changes for SY19-20
Sworn Statement of Residency	<p>For use when enrolling person is a minor enrolling a minor or an adult student living with an adult parent.</p> <p>This form allows the adult parent to sign a statement confirming the minor parent or the adult student resides with them at their District home.</p>	New form for SY19-20.
Home Visit Consent and Verification form	<p>For use by enrolling parent/guardian/other primary caregiver or adult student consenting to have a school representative visit the home to verify District residency.</p> <p>Requires school official signature.</p>	<p>Updated to align with new format.</p> <p>Also provides guidance on how to complete a home visitation.</p>



Make sure the appropriate person completes all forms.

I am the: adult student student's parent/guardian/custodian
 minor parent and completed the sworn statement student's other primary caregiver and completed the OPC Form

Make sure school staff complete the documentation section.

SCHOOL OFFICIAL USE ONLY The following method was used and/or presented as proof of District of Columbia residency. Choose ONE.

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 and the DC Office of the Attorney General, upon request.

School Official Name (print): _____ Signature: _____ Date: _____

<input type="checkbox"/> Method A: School official verified	<input type="checkbox"/> Method C: One document	<input type="checkbox"/> Method C: Two documents	<input type="checkbox"/> Method D: Home visit
<input type="checkbox"/> DC financial assistance verification	<input type="checkbox"/> Pay stub	<input type="checkbox"/> DC motor vehicle registration	
<input type="checkbox"/> Homeless liaison has provided homeless verification	<input type="checkbox"/> DC Gov financial assistance	<input type="checkbox"/> DC driver's license/non-driver ID	
<input type="checkbox"/> Ward of DC	<input type="checkbox"/> Embassy letter	<input type="checkbox"/> Lease with payment	
<input type="checkbox"/> Method B: Office of Tax Revenue	<input type="checkbox"/> DC Tax Form-D40	<input type="checkbox"/> Utility bill with payment	
	<input type="checkbox"/> Military housing orders		



Residency Forms by Enrolling Person

Enrolling Person	Residency Forms Required
Adult Student	DCRV, Residency supporting documentation (unless verified through interagency agreement)
Adult Student residing w/parent	DCRV, Sworn Statement, Supporting Docs of residency for parent (unless verified through interagency agreement)
Minor Parent residing w/parent	DCRV, Sworn Statement, Supporting Docs of residency for parent (unless verified through interagency agreement)
Other Primary Caregiver	DCRV, Other Primary Caregiver form, Residency supporting documentation (unless verified through interagency agreement), and documentation verifying Other Primary Caregiver status
Parent, Guardian, Custodian	DCRV, Residency supporting documentation (unless verified through interagency agreement)



Residency Supporting Documentation

In addition to collecting the DCRVs, enrolling families are required to provide the appropriate supporting documentation as part of the verification for District residency.

Every document should have the address and name of the person enrolling the student and match the information on the DCRV.

One Residency-Supporting Document Required

- Valid paystub with only DC withholdings
- Current document of DC Government financial assistance
- Certified copy of D40 for most recent tax year
- Current military housing orders
- Embassy letter

Two Residency-Supporting Documents Required

- Current DC Government issued identification
- Current DC motor vehicle registration
- Valid lease of rental agreement with *separate* proof of payment
- Valid utility bill (electricity, gas or water utility bills only) with *separate* proof of payment



Other Primary Caregiver

An Other Primary Caregiver (OPC) is a person other than the enrolling student's parent or court appointed custodian or guardian. The enrolling student must *reside* with the OPC and the OPC *must provide the child with guidance, maintenance, physical care and support.*

Support	Exercising primary responsibility to provide the child with financial resources for the child's livelihood.
Guidance	Participates in the responsibility for the child's development on a daily basis <ul style="list-style-type: none">• Attending school conferences• Disciplining the child• Participating in decisions concerning the child's well-being• Involvement in the child's extracurricular activities
Maintenance	Providing necessities: <ul style="list-style-type: none">• Food• Clothing• Shelter
Physical care	Providing continuous care for the child by performing tasks required in the child's daily life. Bathing <ul style="list-style-type: none">• Feeding• Dressing• Assuring medical attention will be received by the child• Preparing meals• Supervising the child's activities• Assisting with other physical care needs



Other Primary Caregiver

Make sure the OPC meets the requirements

Verify Other Primary Caregiver status (check any that apply):

- Enrolling student resides with me, the other primary caregiver
- I provide care or control for the enrolling student
- I provide substantial support for the enrolling student

Make sure school staff complete the documentation section.

SCHOOL OFFICIAL USE ONLY Complete the area below to confirm school verification of other primary caregiver status.

- I reviewed the other primary caregiver status as specified above and the OPC meets all three (3) criteria.

The above identified Other Primary Caregiver provided the following documentation to verify OPC status:

- Records from the previous school year
- Immunization or medical records
- Unexpired official documentation from the federal government or the Government of the District of Columbia
- Sworn Statement
- Attestation for Other Primary Caregiver

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 and the DC Office of the Attorney General, upon request.



DCRV (5619):

- Over 2000 did not have the *School Official* section completed.
 - Make sure staff are completing
- Almost a 1000 had no DCRV at all
 - Should be standard part of enrollment at this point
- Several hundred dated the form before March 30
 - Be careful on dates. Should not be enrolling early.



Supporting Documents Type 1 (8966)

Highest count of errors was the Paystub

- No address or out of state withholdings

Highest error rate was the Home Visitation Form

- Error in dates or was incomplete

Supporting Documents Type 2 (8063)

Highest count of errors and rate was a combination with the Utility Bill – but still only a few hundred

- Proof of payment missing, or dates were out of range



Key Indicators on Supporting Documentation

SUPPORTING DOCUMENT	KEY INDICATORS
PAYSTUB	<ul style="list-style-type: none"> • Same name and address as enrolling parent, guardian, other primary caregiver, or adult student identified on DCRV • Paystub must only identify DC as the only state tax deduction. No other state can be identified on the paystub. • Taxes deducted must have a dollar amount greater than zero • State/DC taxes deducted must be reflected in the current pay period
DOCUMENT OF DC GOVERNMENT FINANCIAL ASSISTANCE	<ul style="list-style-type: none"> • Same name and address as enrolling parent, guardian, other primary caregiver, or adult student identified on DCRV • TANF • Supplemental Security Income (SSI) • Housing Assistance Programs including HUD federal housing program • State Child Health Insurance Program • Medicaid • SNAP • Energy assistance programs
CERTIFIED COPY OF D40 FROM OFFICE OF TAX AND REVENUE	<ul style="list-style-type: none"> • Same name and address as enrolling parent, guardian, other primary caregiver, or adult student identified on DCRV • 2018 D40 or D40EZ • Certified by DC Office of Tax and Revenue (bearing stamp)
MILITARY HOUSING ORDERS	<ul style="list-style-type: none"> • Same name and address as enrolling parent, guardian, other primary caregiver, or adult student identified on DCRV • DEERS Statement identifying District home address • Housing Orders specify District residency
EMBASSY LETTER	<ul style="list-style-type: none"> • Same name and address as enrolling parent, guardian, other primary caregiver, or adult student identified on DCRV • Official embassy seal • Identifies District address of embassy property or payment of DC property where embassy affiliated family resides



Key Indicators on Supporting Documentation

SUPPORTING DOCUMENT	KEY INDICATORS
DC IDENTIFICATION	<ul style="list-style-type: none">• Same name and address as enrolling parent, guardian, other primary caregiver, or adult student identified on DCRV• DC temporary ID is acceptable• Current and not expired
DC MOTOR VEHICLE REGISTRATION	<ul style="list-style-type: none">• Same name and address as enrolling parent, guardian, other primary caregiver, or adult student identified on DCRV• Current and not expired
LEASE OF RENTAL AGREEMENT	<ul style="list-style-type: none">• Same name and address as enrolling parent, guardian, other primary caregiver, or adult student identified on DCRV• Includes a monthly lease amount and start and end date of residence• Includes a separate proof of payment including but not limited to, receipt of printout of payments, money order, cashed check• If lease expired, a letter showing continuance of lease is acceptable in addition to the lease• The lease is signed by the enrolling parent, guardian, OPC, or adult student identified on the DCRV, as well as the landlord
UTILITY BILL	<ul style="list-style-type: none">• Same name and address as enrolling parent, guardian, other primary caregiver, or adult student identified on DCRV• ONLY acceptable utility bills are electric, gas, or water• Includes a separate proof of payment including but not limited to, receipt of printout of payments, money order, or cashed check• A subsidy letter showing payment is acceptable as proof of payment



Review Sample Residency Documents

Your turn!

In small groups, using the sample residency documentation and the residency-supporting documents key indicators sheet, determine if the submitted documentation is acceptable.



Residency Verification Form Binder Preparation

OSSE reviews the collected residency verification forms during the annual enrollment audit. Each school must organize the residency verification forms and supporting documentation as identified below.



- Place all enrolled students residency forms **alphabetically by last name** in binders. There should be **at least three binders** for each school.
- Organize the DCRV for each student with the **supporting documentation immediately following** the DCRV. *Do not staple any of the documents.*



Residency Documentation Retention

Documents submitted for the purposes of proving residency for students seeking to enroll in a District of Columbia public school as a bona fide resident of the District of Columbia must be maintained at the school attended for a period of **no less than ten years after the student exits the school (updated policy this past year)**.



The LEA or educational institution may not destroy any student record at any time if:

- there is an outstanding request to inspect and review them;
- there is pending legal action
- there is an open or ongoing investigation



Common Misunderstandings and Mistakes

- DC Residency is based on a *physical presence in the District* and the supporting documentation
 - The family must have their primary residency in DC
- A family that moves out of the District during the school year is required to have a tuition agreement for the remainder of that year
 - Proving residence at enrollment does not guarantee a tuition free education for the whole year. If a family moves, they are required to report it **within three days** and enter in to a tuition agreement or be withdrawn from school. Let OSSE know if a family moves out of DC.
- The DCRV and supporting residency documents should be kept for 10 years after the student exits the school
 - This is an updated policy, released this past year
- Bills and Leases need a separate proof of payment
- Paystubs need a resident address and only DC withholdings



Electronic Residency Verification



Electronic Residency Verification - OTR

Beginning April 15, reenrolling families and students are able to verify residency online using information from the Office of Tax and Revenue similar to the verification used for DCTAG.



1. Enrolling families/students select the link to the SLED-provided OSSE Residency website, <https://sled.osse.dc.gov>. Select the Parent/Guardian section.
2. Provide the enrolling parent/guardian/adult student required information:
 - First and last name
 - Social security number
 - Email address
 - A copy of filed taxes for the most recent tax year
3. Provide the enrolling student's required information:
 - First and last name
 - Social security number
 - Date of birth
 - School Name (optional)
4. Upon successful submission, the enrolling parent, guardian, or adult student receives an email and confirmation is sent to SLED. Parent can provide email to the school to verify the information in SLED.
5. If the submission was unsuccessful, either contact technical assistance or provide other documentation to verify residency.



Re-enrolling families and students are able to verify residency using information from the DC Department of Human Services (DHS). This information is available to LEAs using Qlik under the title **“SY19-20 OSSE Subsidy Residency.”**



In Qlik, LEAs will have the ability to:

- View students whose **residency was established using the intra-agency data agreement** between OSSE and the Department of Human Services
- View the subsidy program, **SNAP, TANF or Medicaid**, that verifies the student’s residency, and
- Use this data to **verify and complete the re-enrolling students DCRV.**



Electronic Residency Verification – LEA Responsibilities

After an enrolling parent, guardian, caregiver or adult student has completed the DC Residency Verification form, the enrolling staff member must then:



- Review confirmed residency in the system:
 - The “Residency Indicator” for the student will identify ‘Y’ showing the student receives either, SNAP, TANF, or Medicaid
- Keep weekly copies of students identified as OSSE Residency Verified confirmed
- Select “Method A: School official verified” **and** “DC Financial Assistance Verification” in the “SCHOOL OFFICIAL USE ONLY” section of the DCRV Form



Enrolling Students
Experiencing
Homelessness



Homeless Education Program

Community Learning and School Support (CLASS)

Division of Systems and Supports, K12

Office of the State Superintendent of Education

March 2019



McKinney-Vento Homeless Assistance Act

Defines children and youth experiencing homelessness as:

- Children and youth who lack a fixed, regular and adequate nighttime residence (sheltered, hotel/motel, doubled up, unsheltered),
 - Migratory children living in above circumstances, and
 - Unaccompanied youth, including youth who are not in the physical custody of a parent or guardian, who qualify as homeless because they live in circumstances described above; and children and youth in the care of a federally appointed sponsor.
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McKinney-Vento Homeless Assistance Act

Enrollment of Children & Youth Experiencing Homelessness

- Children and youth in homeless situations can stay in the school they last attended when permanently housed (**school of origin**) or enroll in any public school that students living in the same attendance area are eligible to attend.
- **Best interest** – keep students who are experiencing homelessness in their school of origin, unless against the parents' or guardians' wishes.
- Children and youth have a right to enroll in school **immediately**, even if they do not have required documents, such as school records, medical records, proof of residency and other documents.
- Ensure that **transportation** is provided, at the request of the parent or guardian (or, in the case of an unaccompanied youth, the liaison), to and from the school of origin.

Tools For Capturing Housing Status & Homeless Data

- Local education agency's (LEA's) school information system (SIS)
- OSSE McKinney-Vento QuickBase Application (MKV Homeless Student Referrals)
- Comprehensive Student Data Application (Qlik Sense)



Contacts

For general information or to receive assistance, please contact:

OSSE's Homeless Education Program

Transitory.Services@dc.gov

For assistance with enrollment, transportation, trainings and community outreach, please contact:

Tasheen Stallings

Homeless Education Program Analyst

Tasheen.Stallings@dc.gov or (202) 478-5927

For assistance with McKinney-Vento grant funding and compliance, please contact:

Danielle Rollins

Homeless Education Program Analyst

Danielle.Rollins@dc.gov or (202) 741-0255

For guidance regarding McKinney-Vento Federal guidelines and policies, please contact:

Nicole Lee-Mwandha

Homeless Education State Coordinator

Nicole.Lee-Mwandha@dc.gov or (202) 654-6123



Non-Resident Tuition- Paying Students



Non-Resident Tuition-Paying Students

A non-resident tuition-paying student is defined as a student seeking admission into a District public school who does not meet any of the criteria for tuition-free instruction.

- **Out-of-district students are not allowed to enroll until the waitlist has been cleared of District residents.**
- **Schools are not required to offer a seat to a non-resident.**
- **Very few students are non-resident tuition-paying.**



Tuition Collection Process for Newly Enrolling Students

Overview of the Process:

1. School notifies the waitlisted out-of-District parent/guardian/adult student of available space.
2. School directs the parent to OSSE.
3. **OSSE confirms My School DC waitlist** to ensure no DC residents are on the waitlist.
4. OSSE prepares and sends tuition agreement to out-of-District parent/guardian/adult student within **five business days**.
5. Upon completion of tuition agreement and receipt of first initial payment, **OSSE provides school with documentation** confirming out of District student is eligible to attend.

DO NOT PROVIDE EDUCATIONAL SERVICES UNTIL ALL STEPS ARE COMPLETED



Tuition Collection Process for Newly Enrolling Students

The enrolling parent, guardian, caregiver, or adult student must:

1. Receive an offer of enrollment from the school, once the waitlist is cleared of District residents.
2. Contact Veita Clark in the Office of Enrollment and Residency for a tuition agreement.
3. Submit to OER a completed non-resident tuition agreement with initial payment.

The enrolling LEA/school must:

1. Receive a confirmation from OSSE of up-to-date payment status and completed tuition agreement.
2. Upon confirmation from OSSE, allow out-of-District student to attend classes.



Tuition Collection Process for Returning Students

The enrolling parent, guardian, caregiver, or adult student must:

1. Pay tuition for the 2018-19 school year no later than July 15, 2019.
2. Complete and return to OSSE non-resident tuition agreement for the 2019-2020 school year.

The enrolling LEA/school must:

1. Receive a confirmation from OSSE of up-to-date payment status and completed tuition agreement.
2. Upon confirmation from OSSE, allow out of District student to attend classes.



Tuition Students Transitioning from Out-of-District to DC

Non-Resident tuition paying students who were not District residents may move to the District. Residency verification for this student population is completed at OSSE and follows the following steps for removal from tuition paying status.

The enrolling parent, guardian, caregiver, or adult student must:

1. Contact OSSE to provide required residency documents for verification.
2. Receive confirmation from OSSE regarding the acceptance, validity and verification of residency documentation.

The enrolling LEA/school must:

1. Confirm with OSSE the enrolled family's status as a District resident.
2. If documentation confirms District residency, student is removed from non-resident tuition paying status; if not, student maintains status as non-resident.



Tuition Students Transitioning from DC to Out-of-District

Students who were District residents may move out of the District. The enrolling person should contact the school **within three days** of the move. And both the school and the enrolling person should contact OSSE to initiate a tuition agreement for the remainder of that school year.

The enrolling parent, guardian, caregiver, or adult student AND LEA must:

1. Contact OSSE to notify of the change in residency status.
2. Parent should complete a tuition agreement from OSSE for the remainder of the school year.

The enrolling LEA/school must:

1. Confirm with OSSE that the enrolled family has completed the tuition agreement.
2. If an agreement is not completed, the student should be withdrawn from school.



Investigating Non-residency



Authority to Conduct Residency Investigations

In accordance to DC Code, Title 38, and Title 5A, Chapter 50 of the DC Municipal Regulations, only students for whom residency has been established may attend without paying the required non-resident tuition. These statutes also give OSSE the authority to conduct residency investigations in cases where it is suspected that a family, whose student(s) attend(s) a DC Public or Public Charter School tuition-free, reside(s) outside of the District.

DCMR Title 5-A Chapter 50 §5000.2

The review of all contested residency cases within DCPS and public charter schools, the promulgation of procedures for residency verification, and the enforcement of residency and tuition payment requirements shall be the sole and exclusive responsibility of the Office of the State Superintendent of Education (“OSSE”), or its designee, as provided in these regulations, effective October 1, 2017.

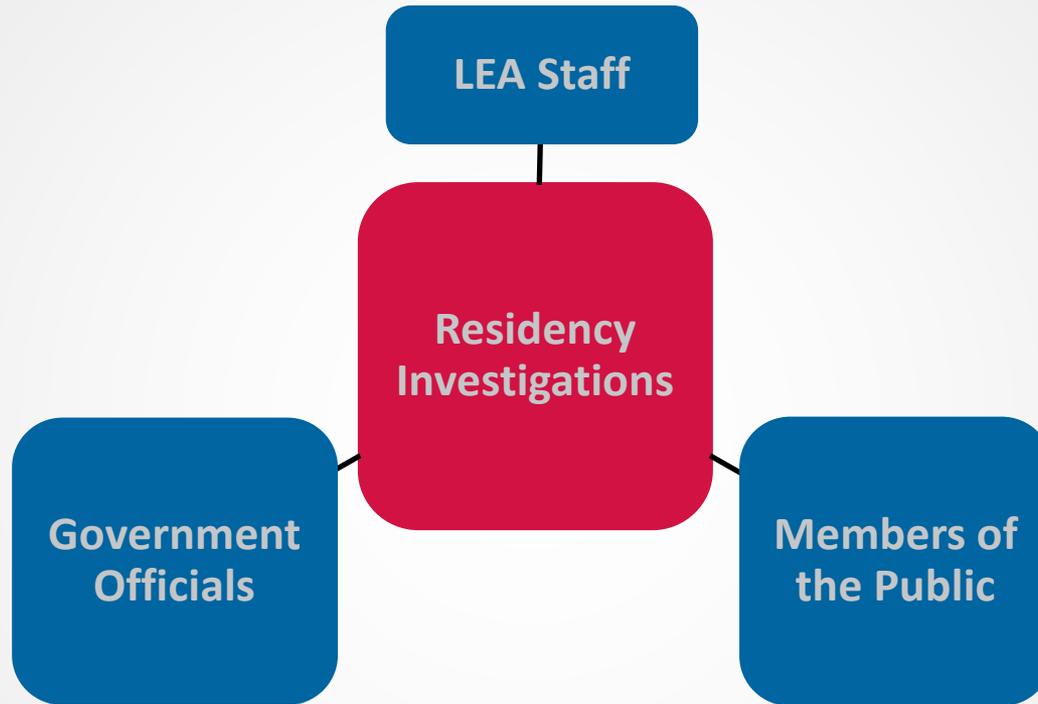
DC Code, Title 38, Subtitle I, Chapter 3 38-312

The fact that a parent or caregiver of a student has provided satisfactory evidence of residency or other primary caregiver status pursuant to this chapter shall not prevent a principal or other school administrator, a chartering authority, or the Office of the State Superintendent of Education from establishing by information and other evidence that a student or the student's parent or primary caregiver is not in fact a District of Columbia resident or an other primary caregiver. Any person, including any District of Columbia public schools 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 a fine and imprisonment. The case of a person who knowing supplies false information may be referred by the Office of the State Superintendent of Education to the Office of the Attorney General for consideration for prosecution.

Fines will be assessed in addition to the required nonresident tuition.



Who Can Request a Residency Investigation?



In essence, anybody can request a residency investigation. Residency investigations may remain anonymous. You are encouraged to report any instances where you suspect a family resides outside of the District and does not pay the required nonresident tuition.



How to Request Residency Investigations

Present Practice

Policy/Process

Effective October 2017 OSSE has taken on the leadership role in investigating residency reviews for the entire school system, including DC Public Schools

Communication

All cases should be submitted via the hotline at (202) 715-6500 or via the online application at <https://dcforms.dc.gov/webform/osse-residency-fraud-prevention-form>



How to Request a Residency Investigation

All too often, residency investigations are being requested for reasons that are unacceptable. Please be aware that residency investigations will not be conducted unless there is a true concern of a family residing outside of the District and sufficient probable cause exists. Below are examples of some of the acceptable and unacceptable reasons for requesting a residency investigation.

Acceptable Reasons

Student being repeatedly dropped off in a vehicle with out of District plates.

Parent mentions that he/she resides outside of DC.

Parent fails to provide residency documentation.

Residency documentation presented has a different address than what is used for enrollment.

Student states that the family resides outside of DC.

Unacceptable Reasons

The parent has exhibited unacceptable behavior in the building.

The student receives Special Education Services.

The parent is currently in litigation with LEA for services.

The parent has filed a complaint against school staff.

In situations where attendance is an issue, you may request an investigation, but continue to follow the mandatory truancy protocols in addition to requesting the investigation.



Investigation Request for Records

After an investigation is requested, OSSE will request student records for the previous three years of enrollment.

Requested Forms

- Residency verification documentation
- Enrollment forms
- Student contact forms
- Records/documents from the school of attendance
- Documentation regarding legal guardianship, parentage, and/or custodial arrangements, including birth certificates



Investigation Request for Records

- Records request as part of a residency investigation will be sent to schools/LEAs via Box.
- Documents must be submitted via Box within **five business days** of the request.
- For support using your school's Box account, contact, Demetrius Brown in Data, Assessment, and Research (DAR), (202) 545-7243, Demetrius.Brown2@dc.gov.



Residency Reminders

- Residency verification begins March 29.
- Only bona-fide District residents may attend DC public and public charter schools tuition-free.
- Proof of residency is required yearly for each student to attend.
- All nonresident students are required to pay tuition.
- Nonresident students can be admitted to a public or public charter school only after all District residents who wish to attend have been accommodated. *(This means that a school cannot have any DC residents on its waiting list)*
- Residency documentation is needed for all students not later than October 5, or 10 days of initial enrollment, whichever is later, for the school year that begins on or after July 1 of each year.



Changing Addresses (Moving)

- Enrolling families are **required to provide residency verification documentation for each time they move** (change residences).
- **DO NOT** throw away or discard any of your forms.
- All updated enrollment and residency verification **forms identifying a new address must remain a part of the student's official file.**
- Documents for the current school year, should be kept together and accessible. Forms for previous school years should be **maintained for ten years after the student exits the school.**



Practice Scenarios

Scenario 1 - A parent comes into your office with an un-expired DC driver's license and vehicle registration. However, the documents have two different addresses on them. You should:

- Enroll the student, using the parent's license and vehicle registration as proof of DC residency.
- Not enroll the student and explain to the parent that the license and registration must have the same address, and that you need to see a different form of proof of residency.

Scenario 2 - It is November 2 and the auditor's are scheduled to come tomorrow. A parent, for whom the ten-day period for residency verification expires today, has not come in. The parent lives across the street from the school. You would like to walk over and do a home visit for residency verification. You should:

- Call the parent and ask them if they would like to consent to a home visit without completing the form.
- Request a home visit from the parent, and have him/her fill out a Home Visitation Consent & Verification Form and conduct the home visit.



Practice Scenarios

Scenario 3 - A student's aunt is attempting to enroll him/her. The aunt claims that she has guardianship of the student because the parent is no longer available. When asked, the Aunt also states that the student is coming from a school in Maryland. What do you do?

- Enroll the student, using only the Sworn Statement as proof of residency.
- Enroll the student, using the Sworn Statement, along with the Aunt's Payroll stub reflecting name and DC address.
- Do not enroll the student.

Scenario 4 - Jimmy is a student at your school. Despite repeated attempts, Jimmy's parents have been unreachable and have not provided residency documentation for his enrollment. When asked, Jimmy states that he has not seen his parents in some time and stays with friends. You should:

- Enroll the student, using the Sworn Statement as proof of residency.
- Refer the student to your homeless liaison and complete the Homeless Referral Form, then enroll the student.
- Tell the student he cannot come back until he brings his parents.



Helpful Tips for Residency Investigations

- Residency is based on **where the Parent, Guardian, Custodian or Other Primary Caregiver resides**, not the student (unless it is an adult student).
- An Other Primary Caregiver can be used when the **parent or legal guardian is absent from the student's life**, but they must meet the strict requirements of providing care, control, and substantial support.
- OSSE does not investigate DC school boundary issues.
- Do not use residency investigations as a punitive tool against families.



Being Proactive About Residency Discrepancies

Follow these tips to prevent non-residency issues:

- ✓ The documents used for residency verification should be the same documents that have been checked off on the Residency Verification Form.
- ✓ Be aware of the dates reflected on the residency documentation presented.
- ✓ Parents who have moved to another address must complete a new enrollment and residency verification form.
- ✓ Keep records organized, up to date, and for at least 10 years after the student exits the school
- ✓ Accept only documentation that meet key indicators - i.e., no MD taxes on paystubs
- ✓ Ask reasonable questions during the enrollment process and maintain communication with parents
- ✓ Contact the Office of Enrollment and Residency when you have questions regarding a situation or documentation



Penalties for Noncompliance

DC Code 38-312

Any person, including any District of Columbia public schools 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 a fine and imprisonment. The case of a person who knowing supplies false information may be referred by the Office of the State Superintendent of Education to the Office of the Attorney General for consideration for prosecution.



Q&A



Contact the Office of Enrollment & Residency

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