Home Visitation Consent & Verification Form

Use this form to consent to allowing a school official to verify District residency by visiting your residence. Complete one form per student enrolling in a DC public or public charter school.

Step One: Provide information about your family.

<table>
<thead>
<tr>
<th>Student First Name:</th>
<th>Student Last Name:</th>
<th>DOB:</th>
</tr>
</thead>
</table>

Full name of person enrolling the student:

I am the:
- ☐ student’s parent/guardian/custodian
- ☐ student’s other primary caregiver and completed the OPC Form
- ☐ adult student
- ☐ Minor parent and completed the sworn statement

Address of person enrolling student:  
City:  
State:  
ZIP:  
Email:  
Phone:  

Step Two: Consent to home visit by a school official.

I hereby consent for a school official to conduct a home visit for the purpose of validating my DC residency. Personal information that may be collected in connection with this visit is to be retained in the official record of the student and will not be transferred or disclosed outside of the school, local education agency or state education agency, except where disclosure is required by law or is pursuant to the verification of my District residency. This information will be used for the purpose of validating District residency of the student’s parent, guardian, or other primary caregiver, or of the adult student him/herself.

Signature of Person Enrolling Student:  
Date:  

SCHOOL OFFICIAL USE ONLY  The following information was verified by conducting a home visit by a school official.

<table>
<thead>
<tr>
<th>Step</th>
</tr>
</thead>
</table>
| 1 | Date of Home Visit (mm/dd/yyyy):  
| 2 | Name of people residing in the home:  
| 3 | Who is the Primary Lease/Mortgage Holder:  
| 4 | Is there evidence that the enrolling person resides at the residence?  
| 5 | Is there evidence that student resides at the residence?  
| 6 | Check only one:  

I certify that I am the school official authorized by the above named school to conduct a home visit for the student named above. I attest that the information herein provided is true to the best of my knowledge based on the home visit I conducted.

School Official Name (print):  
Signature:  
Date:  

Office of the State Superintendent of Education | 1050 First Street, NE Washington, DC 20002 | 202.727.6436 | osse.dc.gov  version 03.05.19
## Guidance for School Official conducting home visit

<table>
<thead>
<tr>
<th>Reason for conducting home visit:</th>
<th>Items to confirm:</th>
</tr>
</thead>
</table>
| Residency verification of parent, guardian, custodian | ☐ Parent, guardian, custodian has custody of student  
☐ Parent, guardian, custodian resides at the residence |
| Verification of Other Primary Caregiver (OPC) | ☐ Evidence that the OPC resides at the residence  
☐ Evidence that the student resides at the residence |

### Possible items to look for when confirming residence

The following items *could* be used to confirm the person enrolling the student and/or the student resides at the residence. **This is not an exhaustive list.**

- Personal hygiene products/toiletries
- Personal effects such as clothing, shoes, or items normally worn or carried on the person
- Sleeping area
- Student's school work
- Personal photos
- Mail