### 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>

**Enrolling Person:**
- I am □ student’s parent/guardian/custodian
- the: □ adult student
- □ student’s Other Primary Caregiver (OPC) and completed the OPC Form
- □ minor parent and completed the sworn statement

**Address of enrolling person:**
- 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:** _____________________________

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

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>In-person</th>
<th>Remote</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Date of Home Visit (mm/dd/yyyy):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Name of people residing in the home:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Who is the Primary Lease/Mortgage Holder?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Is there evidence that the enrolling person resides at the residence? Describe:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>If enrolling person is an Other Primary Caregiver, is there evidence that the student resides at the residence? Describe:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Check only one:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- □ I have confirmed District residency of the enrolling person by conducting a home visit.
- □ I have confirmed District residency of the enrolling person and student by conducting a home visit (OPC Only).
- □ I was unable to confirm District residency of the enrolling person by conducting a home visit.
- □ I was unable to confirm District residency of the enrolling person and student by conducting a home visit (OPC Only).

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:** _____________________________

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### 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