



# Home Visitation Consent & Verification Form – 2022-23 School Year

Use this form to consent to allowing a school official to verify District of Columbia 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.

<b>Student First Name:</b>	<b>Student Last Name:</b>	<b>DOB:</b>	
<b>Enrolling Person:</b>			
<b>I am the:</b>	<input type="checkbox"/> student's parent/guardian/custodian	<input type="checkbox"/> student's Other Primary Caregiver (OPC) and completed the OPC Form	<input type="checkbox"/> minor parent and completed the sworn statement
<input type="checkbox"/> adult student			
<b>Address of enrolling person:</b>	<b>City:</b>	<b>State:</b>	<b>ZIP:</b>
<b>Email:</b>	<b>Phone:</b>		

## 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.

Step 1	<b>Date of Home Visit (mm/dd/yyyy):</b>	<input type="checkbox"/> In-person	<input type="checkbox"/> Remote
Step 2	<b>Name of people residing in the home:</b>	<b>Relationship to student:</b>	
Step 3	<b>Who is the Primary Lease/Mortgage Holder?</b> _____	<b>Is the student on the lease?</b> <b>If no, explain:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Step 4	<b>Is there evidence that the enrolling person resides at the residence?</b> <b>Describe:</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No
Step 5	<b>If enrolling person is an Other Primary Caregiver, is there evidence that the student resides at the residence?</b> <b>Describe:</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No
Step 6	<b>Check only one:</b>		
	<input type="checkbox"/> I have confirmed District residency of the enrolling person by conducting a home visit.		
	<input type="checkbox"/> I have confirmed District residency of the enrolling person and student by conducting a home visit (OPC Only).		
	<input type="checkbox"/> I was <u>unable</u> to confirm District residency of the enrolling person by conducting a home visit.		
	<input type="checkbox"/> I was <u>unable</u> 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:** \_\_\_\_\_

## Guidance for School Official conducting home visit

	Reason for conducting home visit:	Items to confirm:
OR	Residency verification of parent, guardian, custodian	<input type="checkbox"/> Parent, guardian, custodian has custody of student <input type="checkbox"/> Parent, guardian, custodian resides at the residence
	Verification of Other Primary Caregiver (OPC)	<input type="checkbox"/> Evidence that the OPC resides at the residence <input type="checkbox"/> 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