



District of Columbia
Office of the State Superintendent of Education

LEA Guide for Non-resident Enrollment

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1. Introduction

The purpose of this document is to outline the requirements and provide guidance to local education agencies (LEAs) interested in enrolling non-resident students. In most cases, there are several steps that must be completed by the LEA, the enrolling person, and the Office of the State Superintendent of Education (OSSE) before the non-resident student may receive educational services.

Applicable laws and regulations

The laws and rules governing the enrollment of non-resident students can be found in the following:

- [5A DCMR § 5007 – Non-resident Students](#)
- [DC ST § 38-302 - Residency Requirement and Nonresident Tuition](#)

What is a tuition-paying non-resident student?

A tuition-paying non-resident student is a student whose residency is outside of the District of Columbia and is enrolled in a DC Public Schools (DCPS) or public charter school and pays non-resident tuition in order to attend that District public school.

Funding of non-resident students

Non-resident students are required to pay tuition in order to attend a DCPS school, public charter school, or a seat paid for using District funds. LEAs do not receive any of the paid tuition, nor do they receive Uniform Per Student Funding Formula (UPSFF) funding for the student

LEA requirement to enroll non-resident students

With the exception of former wards of the District, LEAs are not required to enroll non-resident students or continue the enrollment of students who transition from resident to non-resident. If an LEA does not intend on enrolling a non-resident, it shall communicate that to the enrolling person and decline any applications to enroll or waitlist offers.

If the LEA does not intend on continuing the enrollment of a resident student who transitions to a non-resident, the LEA shall work with the enrolling person to withdraw the student and enroll them in their home jurisdiction.

2. Enrolling a New Student as a Non-resident

Enrollment of non-resident students by an LEA shall be conducted in coordination with OSSE. The following outlines the steps that OSSE and the LEA need to complete for different types of non-resident students. All steps must be completed, in order, before the student may receive educational services. Please note, that tuition agreements cannot be completed before the DC Government budget is confirmed for the upcoming school year, typically completed during the month of July.

1. **Notification from LEA to OSSE of intention to enroll a non-resident student.** The LEA shall notify OSSE when intending to enroll a non-resident student by emailing osse.residency@dc.gov. The LEA shall provide enrolling person contact information and student information. To expedite this process, the LEA should also direct the enrolling person to contact OSSE about their enrollment by emailing osse.residency@dc.gov.
2. **Confirmation of no eligible DC resident students.** The LEA shall confirm that no DC residents are on the school waitlist. If there are eligible DC residents on the waitlist, the LEA shall move the non-resident student to the end of their waitlist. OSSE may also contact My School DC (if the LEA participates in the common school lottery), to confirm that no DC residents are on the waitlist.
3. **Completion of Stage 4 enrollment.** The LEA shall complete initial enrollment of the student including registration in the LEA's student information system (SIS).
4. **Completion of tuition agreement.** OSSE will provide the enrolling person with a tuition agreement. Tuition agreements are provided electronically through Seamless Docs.
5. **Completion of initial tuition payment.** OSSE will provide an invoice and instructions to the enrolling person on how to make an initial tuition payment
6. **Notification from OSSE to LEA that the student may receive educational services.** Once the tuition agreement and initial tuition payment are complete, OSSE will notify the enrolling LEA that the student may begin receiving educational services.

While OSSE will provide the enrolling person the tuition agreement and instructions for making a tuition payment, it is the responsibility of the LEA to ensure the enrolling person completes these steps in time for the start of school. For LEAs that may enroll several non-resident students, OSSE may create a tracking sheet to better communicate the completion of each step of this process and require LEAs to provide updates in the tracking sheet.

3. Re-enrollment of non-resident students

Non-resident students approved to attend a District public school may remain until the final grade of the school without reapplying if the following conditions are met:

- Current non-resident tuition has paid in full by July 15 of each school year; and
- Current non-resident student's initial enrollment was in accordance with all applicable policies, regulations and laws and not based on false or fraudulent information. This means the student applied and enrolled as an identified non-resident student. Non-resident students who are determined through an investigation after having enrolled as a resident student are not to remain enrolled or re-enroll without a new application to the school as a non-resident.

The following steps must be completed, in order, before the student may receive educational services:

1. **Notification from LEA to OSSE of intention to re-enroll a non-resident student.** The LEA shall notify OSSE when intending to re-enroll a non-resident student by emailing osse.residency@dc.gov. The LEA shall provide enrolling person contact information and student information. To expedite this process, the LEA should also direct the enrolling person to contact OSSE about their re-enrollment by emailing osse.residency@dc.gov.
2. **Confirmation from OSSE to LEA of prior year tuition payment completion.** OSSE shall provide confirmation to the LEA that the re-enrolling non-resident student has paid prior year tuition in full. Failure to pay tuition by the July 15 deadline will require the student to reapply as a new non-resident student and follow the process outlined in Section [2. Enrolling a New Student as a Non-resident](#).
3. **Completion of tuition agreement.** OSSE will provide the enrolling person with a tuition agreement. Tuition agreements are provided electronically through Seamless Docs.
4. **Completion of initial tuition payment.** OSSE will provide an invoice and instructions to the enrolling person on how to make an initial tuition payment
5. **Notification from OSSE to LEA that the student may receive educational services.** Once the tuition agreement and initial tuition payment are complete, OSSE will notify the enrolling LEA that the student may begin receiving educational services.

Once a non-resident student completes the final grade of a school, they must follow the process outlined in Section [2. Enrolling a New Student as a Non-resident](#). While OSSE will provide the enrolling person the tuition agreement and instructions for making a tuition payment, it is the LEAs responsibility to ensure the enrolling person completes these steps in time for the start of school. For LEAs that may enroll several non-resident students, OSSE may create a tracking sheet to better communicate the completion of each step of this process and require LEAs to provide updates in the tracking sheet.

4. DC resident becomes a non-resident

Upon change in residency status, the then resident student, now non-resident student, may no longer be eligible to attend a DC public school or public charter school. Pursuant to 5A DCMR § 5007.5, the following categories of non-resident students may be approved to attend a public school in DC, without reapplication, even though the school is not otherwise open to non-resident students (subject to their payment of non-resident tuition and LEA approval) in order to provide for continuity of instruction:

1. A student who is enrolled and attending the final grade level¹ of a school who becomes a non-resident student during that school year and are subject to payment of non-resident tuition; or
2. A student who would have re-enrolled in the final grade level of a school in September, but who became a non-resident student during the school year or summer prior to that final grade year and subject to their payment of non-resident tuition; or
3. A ward of the District who is no longer a ward because he or she was placed in the permanent care and custody of a parent, guardian, or custodian who resides outside the District. They shall be approved to attend the District public school they attended before being permanently, until the final grade of that school, and are not subject to the payment of non-resident tuition.

Category 1 and 2 above are subject to the approval of the LEA, completion of a tuition agreement, and payment of non-resident tuition. LEAs that intend on enrolling a non-resident in categories 1 and 2 above must complete, in order, the following steps:

1. **Notification from LEA to OSSE of residency status change of non-resident student.** The LEA shall notify OSSE when a student's residency status changes and their approval of the continued enrollment. The LEA shall notify OSSE by emailing osse.residency@dc.gov. The LEA shall provide enrolling person contact information and student information. To expedite this process, the LEA should also direct the enrolling person to contact OSSE about their status change by emailing osse.residency@dc.gov.
2. **Completion of tuition agreement.** OSSE will provide the enrolling person with a tuition agreement. Tuition agreements are provided electronically through Seamless Docs. Residency transitions that occur during the school year will require the enrolling person to complete the tuition agreement within 10 days of the notification from the LEA to OSSE.
3. **Completion of initial tuition payment.** OSSE will provide an invoice and instructions to the enrolling person on how to make an initial tuition payment. Residency transitions that occur during the school year will require the enrolling person to complete the tuition payment within 10 days of the notification from the LEA to OSSE.

¹ In situations where a school is changing its grade levels, it is possible to have two final grades. For example, an education campus that was serving pre-K 3-8 grade is removing its upper grades year by year. During this transition, there may be a final grade at 8 and at 5 at the school.

4. **Notification from OSSE to LEA that the student may continue to receive educational services.** Once the tuition agreement and initial tuition payment are complete, and were completed within the 10-day requirement, OSSE will notify the enrolling LEA that the student may continue receiving educational services.

Students in category 3 above are not subject to approval by the LEA and do not complete a tuition agreement or tuition payment. However, the LEA shall complete, in order, the following steps:

1. **Notification from LEA to OSSE of residency status change of non-resident student.** The LEA shall notify OSSE when a student's residency status changes and their continued enrollment. The LEA shall notify OSSE by emailing osse.residency@dc.gov. The LEA shall provide enrolling person contact information and student information. To expedite this process, the LEA should also direct the enrolling person to contact OSSE about their status change by emailing osse.residency@dc.gov.
2. **Provision of adoption documents.** The LEA shall provide OSSE with the student's adoption documents by a court of competent jurisdiction.

If the resident, now non-resident does not fall into any of the three categories listed above, they are no longer eligible to remain enrolled in the District public school or public charter school without reapplication. In order to enroll the student, the LEA must withdraw the student and follow the process outlined in Section [2. Enrolling a New Student as a Non-resident](#).

5. Non-resident becomes a DC resident

In the event that a tuition-paying non-resident becomes a DC resident, the LEA shall complete, in order, the following steps.

1. **Completion of residency verification forms and submission of supporting residency documents.** The LEA shall collect an updated DC Residency Verification Form (DCRV) and supporting documents and confirm that they meet all residency verification requirements as outlined in the OER Handbook.
2. **Notification from LEA to OSSE of change in residency status.** The LEA shall notify OSSE, by emailing osse.residency@dc.gov, that the residency status has changed for the student. OSSE may request from the LEA the residency documents submitted by the enrolling person.
3. **Updated tuition agreement with reassessed tuition.** OSSE will provide the parent with an updated tuition agreement with a prorated tuition amount. OSSE prorates tuition based on the school official signature on the DCRV. If there is an outstanding debt, payment is still required. Non-payment will not result in an exclusion but will be referred to collections if not paid within 90 days.