2022-23 School Year Residency Verification CBO Training

July 2022
Residency Requirements
Importance of residency verification

- Ensures DC residents have access to District public schools and seats paid for with District public funds.
- Ensures District public schools and seats funded by District funds are funded appropriately for the DC resident students they serve.
- Informs persons of the requirements and repercussions of enrolling an ineligible non-resident student.
Residency Eligibility
Residency Requirements for Enrolling Person

In order to attend a District public school or a seat paid for using District funds, the enrolling person must both be a bona fide District resident and eligible to enroll the student or themselves as an adult student.

If both are not true, then the student is not eligible to be enrolled as a District resident.

See 5-A DCMR § 5000 et seq. for more information on residency regulations.
What is a bona fide resident?

A bona fide resident is someone who is physically present in the District.

In addition, they also need to provide valid supporting documentation to support their claim of residency.

Exceptions – students experiencing homelessness, and DC students in foster care but housed in another state.

See 5-A DCMR § 5000 et seq. for more information on residency regulations.
Who is eligible to enroll a student?

Eligibility to enroll a student is limited to the parent, guardian, custodian, other primary caregiver (OPC), or adult student.

Only one parent, guardian, custodian is required to be a DC resident for the student to attend a District public school or fill a seat paid for using District public funds.

Exception – Minor students who are emancipated

See 5-A DCMR § 5000 et seq. for more information on residency regulations.
Who is a parent?

Any parent, including an incarcerated parent, domestic partner, or step parent, who has physical and/or legal custody of the student.

The parent must be a bona fide resident.

See 5-A DCMR § 5000 et seq. for more information on residency regulations.
Who is a Guardian?

Must be an appointed legal guardian of a student by a court of competent jurisdiction.

The guardian must be a bona fide resident.

Power of attorney is not sufficient evidence.

See 5-A DCMR § 5000 et seq. for more information on residency regulations.
Who is a Custodian?

Must be a person who has physical custody granted by a court of competent jurisdiction.

The custodian must be a bona fide resident.

See 5-A DCMR § 5000 et seq. for more information on residency regulations.
Who is an Other Primary Caregiver?

A person other than the parent, guardian, or custodian who provides care, control, and support because the student’s parents, guardians, or custodian are unable to provide care, control and support due to a serious family hardship.

The OPC must be a bona fide resident and the student must reside with them.

Power of attorney is not sufficient evidence.

See 5-A DCMR § 5000 et seq. for more information on residency regulations.
Eligibility of Other Primary Caregiver (OPC)

In order for a person to act as an OPC, the following must be true:

• The OPC provides care, control, and support for the student.
• The OPC is a bona fide DC resident.
• The student resides with the OPC.
• The OPC provides supporting documentation
• The student’s parents, guardians, custodians are unable to provide care, control, and support due to serious family hardship.

If the student’s situation does not fit this criteria, do not allow the OPC to enroll the student.

See 5-A DCMR § 5000 et seq. for more information on other primary caregiver.
Residency Verification Forms
2022-23 School Year Residency Verification Forms

- District of Columbia Residency Verification form (DCRV)
- Other Primary Caregiver form
- Other Primary Caregiver Attestation
- Sworn Statement of Residency
- Home Visit Consent and Verification form

Forms are available on the OSSE website here.
DC Residency Verification (DCRV) Form

(page 1)

Required of ALL students enrolling in a District public school or a seat paid for using District public funds for the 2022-23 school year.

The form must be complete with each box and section filled out (N/A if not applicable)

The enrolling person must sign.

The school official must sign.

DO NOT COMPLETE BEFORE APRIL 1, 2022
DCRV and the School Official

School official certifies that they have reviewed all documentation presented.

School official identifies documents submitted.

School official affirms that the information presented is true to the best of their knowledge.

School official affirms that the documentation will be retained.
DCRV and the School Official

School official completes *after* the enrolling person.

Should not have school officials sign for their own student.

Establish an internal audit to ensure forms are complete by both enrolling person and school official.

Important for verifying dates of supporting residency documents.
Enrolling person, follow ONE of the methods (A-C) to verify your DC residency.

A
Verify with a school official. If you are experiencing homelessness, a ward of the District, and/or a participant of a District public benefits program, such as Medicaid, Supplemental Nutrition Assistance Program (SNAP), or Temporary Assistance for Needy Families (TANF), your school may already have your information. Check with your school official or the school’s homeless liaison.

Verify through the Office of Tax and Revenue (OTR). Non-enrolling families/students are often able to verify residency using OTR residency verification process. The enrolling person must have paid taxes in DC during the previous fiscal year and have the student’s Social Security Number. The student must be attending the same local education agency and enrolling in grades K-12. Login to the system at: onetax.dc.gov. If successful, your verification will then be available for your school to confirm.

B
Verify by submitting supporting documentation. All items must include the same name and address of the enrolling person as completed on the DC residency verification form and school-based enrollment documents.

ONE item is needed from this list.
- A valid pay stub issued within 45 days of the school’s review of this form. Must contain withholding of only DC personal income tax for the current tax year and no other states listed for deduction, even if the amount is zero. It must also show a DC personal income tax withholding amount greater than zero for both the current tax year and current pay period.
- Unexpired official documentation of financial assistance from the Government of the District of Columbia, issued to the enrolling person within the last 11 months and current at the time presented to the school, including, but not limited to, Temporary Assistance for Needy Families (TANF), Medicaid, the State Child Health Insurance Program (SCHIP), Supplemental Security Income, housing assistance or other programs.
- Certified copy of Form DDB by the DC Office of Tax and Revenue (OTR), with evidence of payment of DC taxes for the current or most recent tax year and must bear the OTR stamp.
- Current military housing orders or statement on military letterhead must be official correspondence and cite the specific DC address of residence.
- Embassy letter issued within the past 12 months. Must contain an official embassy seal and signature of embassy official, and indicate that the enrolling person currently resides, or will reside, on embassy property in DC during the relevant school year.

OR

TWO different items are needed from this list.
- DC motor vehicle operator’s permit or official government-issued non-driver identification that is valid and unexpired.
- DC motor vehicle registration that is valid and unexpired.
- Lease or rental agreement that is valid and unexpired with a separate proof of payment of rent, such as receipt of payment, money order, or copy of cashed check. The lease must contain the start date, monthly rent amount, name of landlord, and be signed by the enrolling person and landlord.
- The separate proof of payment must be for a period within two months immediately preceding the school’s review of this form and match the monthly rent amount stated on the lease.
- Utility bill (only gas, electric, and water bills are acceptable) with a separate proof of payment of the bill, such as receipt of payment paid in full, money order, or copy of cashed check. The utility bill must be for a period within the two months immediately preceding the school’s review of this form. The separate proof of payment must be for the specific bill submitted. The most common submission is two consecutive bills where the second bill shows payment on the first bill. A credited amount on a bill and government agency letter substituting payment for utility are also acceptable proofs of payment.

C
Verify through a home visit. If you are unable to verify through one of the above methods, speak with your school official about a home visit.

Enrolling as a non-resident student
Non-resident students are only eligible to attend a District public school if there are no eligible DC residents on the waitlist. The LEA agrees to enroll the student, there is a signed tuition agreement in place with the Office of the State Superintendent of Education, and an initial tuition payment has been made. To complete a tuition agreement and tuition payment, please email: osse.residency@dc.gov. Non-residents are not eligible for enrollment through the District’s Pre-K Enhancement and Expansion Funding Program.

Persons eligible to enroll a student
- Parent - a natural parent, stepparent, domestic partner, or parent by adoption who has custody or control of a student, including joint custody.
- Guardian - an appointed legal guardian of a student by a court of competent jurisdiction.
- Custodian - a person who has physical custody by a court of competent jurisdiction.
- Other Primary Caregiver - a person other than a parent or court-appointed custodian or guardian who is the primary provider of care or control and support to a student who resides with him or her, and whose parent, custodian, or guardian is unable to supply such care and support due to serious family hardship.
- Adult Student - a student who is 18 years of age or older, or who has been emancipated from parental control by marriage, operation of statute, or the order of a court of competent jurisdiction.

DO NOT COMPLETE BEFORE APRIL 1, 2022
Correcting errors on forms

Complete a *New* form if:

- An edit is made to the form that changes what the enrolling person has *attested* to.
  - Dates
  - Names
  - Addresses
- An edit is made to the form that changes what the school official has *attested* to.
  - Dates

Edit the existing form if:

- An edit is made to the form that does not change what the enrolling person attested to but clarifies.
  - City quadrant
  - Name prefixes/suffixes
  - Campus names (as long as the CBO is correct)
Home Visit Consent & Verification Form

Form is used to provide consent and conduct the home visit.

Enrolling person must provide consent.

The enrolling person must sign and date.

The school official must complete the form.

The school official must sign and date.
Other Primary Caregiver Form

Completed by eligible other primary caregivers enrolling a student.

Other primary caregiver must sign and date.

School official confirms that parent, guardian, or custodian cannot provide care and support due to serious family hardship.

The school official must sign and date.
Other Primary Caregiver Form

(page 2)

States the methods for verifying other primary caregiver status.

Provides guidance on what it means to provide primary care and substantial support.

Other Primary Caregiver Form (page 2)

States the methods for verifying other primary caregiver status.

Provides guidance on what it means to provide primary care and substantial support.
Attestation of Other Primary Caregiver

Used as documentation to verify other primary caregiver status.

Not completed by the OPC.

Only completed by a legal, medical, or social service professional.

Attesting professional must sign and date.
Sworn Statement of Residency

Limited use cases:

A minor parent is enrolling a minor student – signed by minor parent’s adult parent.

An adult student is living with an adult parent – signed by the adult parent.

An other primary caregiver as proof of other primary caregiver status.

Person completing sworn statement must sign and date.
# Residency forms by enrolling person

<table>
<thead>
<tr>
<th>Enrolling Person</th>
<th>Residency Forms Required</th>
</tr>
</thead>
</table>
| Parent, Guardian, Custodian           | • DCRV  
• Residency supporting documentation                                                  |
| Other Primary Caregiver (OPC)         | • DCRV  
• Residency supporting documentation  
• Other primary caregiver form  
• Other primary caregiver supporting documentation                                        |
| Minor parent residing w/ adult parent | • DCRV (Completed by minor parent)  
• Residency supporting documentation (of adult parent)  
• Sworn statement of residency (completed by adult parent)                               |
DCRV in electronic fillable format

An CBO may convert the DCRV and additional required forms into an electronic format – fillable pdf, online school enrollment system – but the DCRV and additional required forms shall meet the following requirements:

- The content and substance of the residency verification forms shall not be altered, redacted, or expanded in any way;
- Completed residency verification forms shall be exportable in the same format as provided by OSSE;
- Easily available to comply with the five-day requirement to submit the forms for investigation purposes;
- Printed and signed in person, or be in compliance with OSSE’s electronic signature guidance;
- Provided in the required format for OSSE’s annual enrollment audit; and
- Maintained in accordance with all records retention policies.

OSSE does not review or approve residency verification form systems. The CBO is responsible for meeting all requirements.

Additional guidance is provided in the OER Handbook published in February 2022.
Electronic signatures

When completing the DCRV or the additional required forms, both a physical signature, or ‘wet ink’ signature, and electronic signature are acceptable. But the electronic signature must meet the following requirements:

- Digital certificate
- Encryption used to authenticate
- Evidence of the origin of the signature
- Evidence of the record being sent
- Evidence of receipt
- A timestamp
- Long-term storage of evidence

- Cannot be a digitized image of a handwritten signature
- Cannot be a password or personal identification number
- Cannot be a mark or symbol indicating an intent to sign
- Cannot be a symbol ("/s") affixed to a digital document.

OSSE does not review or approve electronic signature systems. The CBO is responsible for meeting all requirements.

Additional guidance is provided in the OER Handbook published in February 2022.
Supporting Residency Documentation
# Valid Supporting Residency Documents

There are two methods the enrolling person can verify DC residency, when required.

<table>
<thead>
<tr>
<th>Method A</th>
<th>Student is a subsidy student and this is reflected in the Subsidy Eligibility Assignment (SEA) system.</th>
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</thead>
<tbody>
<tr>
<td>Method B</td>
<td>The school receives and certifies valid supporting residency documents submitted by the enrolling person.</td>
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<tr>
<td></td>
<td><strong>One item</strong></td>
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<td>• Pay stub</td>
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<td>• Unexpired official documentation of financial assistance</td>
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<td>• Certified D40</td>
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<td>• Current military housing orders or statement</td>
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<td>• Embassy letter</td>
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<td><strong>Two Items</strong></td>
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<td>Or</td>
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<td></td>
<td>• DC license or ID</td>
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<tr>
<td></td>
<td>• DC vehicle registration</td>
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<td></td>
<td>• Lease and separate proof of payment</td>
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<td></td>
<td>• Utility bill and separate proof of payment</td>
</tr>
<tr>
<td>Method C</td>
<td>The parent consents to a home visit conducted by a school official.</td>
</tr>
</tbody>
</table>

See 5-A DCMR § 5000 *et seq.* for more information on valid supporting residency documentation. Additional information can also be found in the [OER Handbook](#) published in March 2021.
COVID-19 Guidance for the 2022-23 School Year

Extension of Remote Home Visitation to Verify Residency

• Remote home visits will continue to be allowed for students enrolling in the 2022-23 school year until updated or rescinded

• Should only be used when no other possible documentation can be submitted and extenuating circumstances mean an in-person home visit is not possible

• Steps to conduct a remote home visit:
  ▪ Enrolling person completes the Home Visitation Consent and Verification form
  ▪ Use a live video application and in one continuous video the school official should see the following:
    ▪ Outside of residence, including address number;
    ▪ Inside of residence; and
    ▪ Evidence that verifies the enrolling person resides at the address.
  ▪ School official completes the Home Visitation Consent and Verification form and selects Remote Home Visit
Residency Verification Requirements

Subsidy Students

- Enrolling person must complete DCRV and additional residency forms
- CBO must accurately report subsidy students in SEA
- CBO is not required to collect supporting residency documentation
- Enrollment Audit auditors will review only DCRV and additional residency forms, not supporting residency documentation

Non-subsidy Student

- Enrolling person must complete DCRV and additional residency forms
- Enrolling person must submit supporting residency documentation
- Enrolling person must submit date of birth verification.
- Enrollment Audit auditors will review, DCRV, DOB verification, and supporting residency documentation
Valid Supporting Residency Documents

Method A
Subsidy Students

Follow these steps to complete residency verification for Subsidy students

• CBO must complete intake of subsidy student
• When intake of student is complete, update SEA
• If intake was completed by DC government agency, confirm student is updated in SEA

Reporting on the DCRV:
GOVERNMENT OF THE DISTRICT OF COLUMBIA
Child and Family Services Agency

Ward of State Order

(Method A)

A currently valid court order indicating that the student is a ward of the District.

or

A formal correspondence from the DC Child and Family Services Agency (CFSA)

The formal correspondence must state that the student is a ward of CFSA and includes the social worker name and contact information.

The letter must be signed by the social worker or other authorized representative.

(Date)

To Whom It May Concern:

This letter is to inform you that (Name of Child), Age: __________, DOB: __________, Social Security #: __________ is a Ward of the District of Columbia’s Child and Family Services Agency. This has been his/her legal status since __________, by Order of the Superior Court of the District of Columbia. He/She is a resident of the District of Columbia and because of his/her legal status as a committed Ward has her/his income needs met. I have verified that this youth is a United States citizen.

The current address is _________________________________.

If you have any questions and/or concerns, please do not hesitate to contact me at ___ (Social Worker’s phone number). __

Sincerely,

(Social Worker’s Name)
Social Worker
(Division or Unit)

2001 Street, SE • Washington, DC 20009
Web: www.dochildandfamilyservices.com
Valid Supporting Residency Documents

Method B
Pay stub

(Method B – 1 required)

Issued within 45 days of school’s review of DCRV.

Must contain withholding of DC personal income tax only and no other states, even if the amount is zero.

DC personal income tax withholding must be greater than zero for both the current tax year and current pay period.

Same name and address as enrolling person on DCRV.
Unexpired official documentation of financial assistance from the Government of the District of Columbia

(Method B – 1 required)

Issued to the enrolling person within the past 12 months and current at the time presented to the school.

“Received” stamps by school do not count as the current date.

Federal financial assistance programs, except SSI, **do not** qualify as valid supporting documentation unless facilitated by a DC Government agency such as the Department of Human Services (DHS) or DC Housing Authority (DCHA).

Documentation should include agency letterhead or agency title

Same name and address as enrolling person on DCRV.

For additional guidance, a detailed guide on reviewing [DC financial assistance](#) documents is available on the OSSE website.
Unexpired official documentation of financial assistance from the Government of the District of Columbia

(Transformation to Method B – 1 required)

OSSE has released a guide to support school officials when reviewing DC financial assistance documents.

The guide has specific examples of DC financial assistance documents and factors considered in determining validity.

The guide is available on the OSSE website here:

OER Guide: Accepting DC Financial Benefit Documentation

For additional guidance, a detailed guide on reviewing DC financial assistance documents is available on the OSSE website.
Certified copy of form D40

(Method B – 1 required)

Issued by the Office of Tax and Revenue.

Must contain evidence of payment of DC taxes for the most recent tax year.

Must bear the DC Office of Tax and Revenue stamp.

Same name and address as enrolling person on DCRV.
Current military housing orders or statement on military letterhead

(Method B – 1 required)

Must be an official correspondence on military letterhead.

Must cite the specific DC address and residence.

Same name and address as enrolling person on DCRV.

Stationed location and intent to stay are not valid.

Letters or leases from private leasing companies are not valid for this method.
4/1/2020

TO WHOM IT MAY CONCERN:

I, Embassy Official, Human Resources Officer at the Country Embassy in Washington, DC, hereby certify that

SUZY CREAMCHEESE

is a Country employee, is assigned to the Country mission in Washington, DC, as Third Secretary since January 2019. As such, Suzy Creamcheese, as well as her spouse, Frank Creamcheese, and their children, Bonnie and Chad, are residing at 1234 District Avenue, Washington, DC 20000 and are housed at no cost to them by the Embassy of Country.

Suzy Creamcheese’s mission will end in July 2022.

[Signature]

Embassy Official
Human Resources

Embassy letter

(Method B – 1 required)

Issued within the past 12 months.
Must contain an official embassy seal.
Must be signed by an appropriate embassy official.
Must indicate that the enrolling person or adult student, currently reside, or will reside, on embassy property in DC during the relevant school year.
Same name and address as enrolling person on DCRV.
DC motor vehicle operator’s permit or non-driver identification

(Method B – 2 required)

Must be an official DC government issued driver license or non-driver identification.

Must be valid and unexpired.*

Same name and address as enrolling person on DCRV.

DC One Card and DC Government Employee badges are not acceptable.

DC drivers licenses can be verified using the DC DMV online tool:

DC Drivers License Verification Tool
DC motor vehicle registration

(Method B – 2 required)

Must be issued by the DC government (no Virginia registrations).

Must be valid and unexpired.*

Same name and address as enrolling person on DCRV.

Digital registration cards are acceptable.
Lease or rental agreement with separate proof of payment

(Method B – 2 required)

Lease requirements*:
Must contain the start date, monthly rent amount, name of landlord, and be signed by enrolling person and landlord.

Proof of payment requirements*:
May be a receipt of payment, money order, copy of cashed check, etc.
Must be for a period within two months immediately preceding the school’s review of the DCRV
Must match the rent amount stated on the lease.

All documents must be the same name and address as enrolling person

*Additional guidance is provided in the OER Handbook published in Feb. 2022.
Utility bill with separate proof of payment

Utility bill requirements:

- May only be a gas, electric, or water bill
- Must be for a period within two months immediately preceding the school’s review of the DCRV.

Proof of payment requirements:

- Must be a separate paid receipt on the utility bill provided such as receipt of payment printout, money order, copy of cashed check, credited amount, or subsidy payment letter for utility.

All documents must be the same name and address as enrolling person.
Valid Supporting Residency Documents

Method C
Home visitation by school official

(Method C)

The family must consent to the home visit.

The form must be signed by both the enrolling person and school official.

Can be used as an alternative when family can’t provide documents or as the primary residency verification.
What is bona fide residency?

A bona fide resident is someone who is *physically present in* the District.

In addition, they also need to provide valid supporting documentation to support their claim of residency.

Exceptions – students experiencing homelessness, and DC students in foster care but housed in another state.

See 5-A DCMR § 5000 et seq. for more information on residency regulations.
Enrolling ineligible non-resident students can result in the student being excluded from school, the family being liable for retroactive tuition, and referral to the Office of the Attorney General for prosecution.

Pursuant § 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.
Collection format of supporting residency documentation

Supporting residency documents that require the enrolling person to submit a document to the CBO may be collected in person or through electronic submission.

Documents collected by the CBO through an electronic submission may contain personally identifiable information (PII). It is the CBOs responsibility to ensure the privacy and protection of student information in compliance with all applicable federal and local laws. In addition, electronic submissions shall meet the following requirements:

- The documents shall be legible;
- The documents shall be exportable;
- The documents shall be provided in the required format for OSSE’s annual enrollment audit;
- The documents shall be maintained in accordance with all records retention policies;
- The documents shall easily available to comply with the five-day requirement to submit for investigation purposes; and
- The documents shall not be altered, redacted, or expanded on in any way.

Additional guidance is provided in the OER Handbook published in February 2022.
Enrollment Audit – E-file Preparation
E-file Requirement

• For the 2022-23 school year enrollment audit, all CBOs will continue to submit residency documentation electronically via the e-file method.

• This is the same process used during the 2021-22 enrollment audit.

• The following is guidance on how to structure documentation folders for easy upload and review by auditors during the 2022-23 school year enrollment audit.

*Residential programs will still be required to participate in an in-person audit of residential services.
How to set up your e-file documents for the audit

**Option 1:** A single document containing both residency forms, supporting residency documents, and age verification documents

**Option 2:** Two separate documents - one for the residency forms, one for supporting residency documents, one for age verification documents
How to set up your e-file documents for the audit

Starting in April, CBOs should manage residency forms, supporting residency documents, and age verification documents for easy upload for the enrollment audit in October.

Review and clean up file names and organize documents throughout the enrollment period.

CBOs may requests an alternative e-file structure. Email osse.enrollmentaudit@dc.gov ASAP, but July at the latest, to make the request.
How to submit your e-file documents for the audit

- CBOs will gain access to the *Enrollment Audit* Folder in BOX in August to begin uploading 2022-23 school year documents.

- CBOs should delete all old, unnecessary folders within the Enrollment Audit folder in BOX.

- Upload electronic documents to designated school *Enrollment Audit* folder in BOX.

- CBOs may remove, add, and change uploaded documents in BOX up till their upload deadline.
# Contact

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
</tr>
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<tbody>
<tr>
<td>Aaron Parrott, Director</td>
<td><a href="mailto:Aaron.Parrott@dc.gov">Aaron.Parrott@dc.gov</a></td>
</tr>
<tr>
<td>Diamond Bynum, Statewide Enrollment Audit Manager</td>
<td><a href="mailto:Diamond.Bynum@dc.gov">Diamond.Bynum@dc.gov</a></td>
</tr>
<tr>
<td>• Enrollment Audit</td>
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<tr>
<td>Antonio Cannon, Management Analyst</td>
<td><a href="mailto:Antonio.Cannon@dc.gov">Antonio.Cannon@dc.gov</a></td>
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<tr>
<td>• CBO Enrollment Audit</td>
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<td>• Duplicative Enrollments</td>
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<td>• Records Retention Monitoring</td>
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<tr>
<td>Veita Clark, Management Analyst</td>
<td><a href="mailto:Veita.Clark@dc.gov">Veita.Clark@dc.gov</a></td>
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<td>• Non-resident tuition</td>
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<tr>
<td>Eric Block, Investigator</td>
<td><a href="mailto:Eric.Block@dc.gov">Eric.Block@dc.gov</a></td>
</tr>
<tr>
<td>Ahmad Hamed, Investigator</td>
<td><a href="mailto:Ahmad.Hamed@dc.gov">Ahmad.Hamed@dc.gov</a></td>
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</tbody>
</table>

For questions about or related to the enrollment audit, contact Osse.enrollmentaudit@dc.gov
If parents have questions about non-resident tuition, contact Osse.residency@dc.gov
Office of Enrollment and Residency Handbook: [https://osse.dc.gov/node/1525206](https://osse.dc.gov/node/1525206)