



DISTRICT OF COLUMBIA

OFFICE OF THE STATE SUPERINTENDENT OF

**EDUCATION**

## **Guidance Related to Foreign Exchange Students: 2023-24 School Year Residency Requirements**

### **Background**

Local education agencies (LEAs) are responsible for verifying the residency of enrolling students. Pursuant to DC ST § 38-307 (C), a child who is a resident of the District and does not have a living parent, custodian, guardian, or other primary caregiver in the United States is entitled to enrollment without payment of non-resident tuition. To support LEAs, the Office of the State Superintendent of Education (OSSE) is providing guidance on the enrollment and residency verification of students residing in the District of Columbia as part of a US Department of State-approved foreign exchange program, referred to as foreign exchange students.

### **Scope**

This document contains guidance specific to residency verification requirements for enrolling foreign exchange students. For additional residency verification requirement guidance, please refer to the Office of Enrollment and Residency (OER) Handbook [here](#).

### **Effective Date**

The policy guidance below will apply to all students enrolling for the 2023-24 school year. Enrollment for the 2023-24 school year begins on March 31, 2023. The policy below is in effect until otherwise updated or rescinded.

### **Policy Guidance**

*Documentation to be collected and maintained by the LEA*

The LEA shall maintain a list of all enrolled foreign exchange students. Additionally, in order to ensure the foreign exchange student is part of legitimate program and to satisfy residency verification requirements, the enrolling person must submit and/or the school must supply, documentation that proves the following:

1. The student is part of a legitimate, US Department of State-approved, foreign exchange program;
2. The school is participating in the program; and
3. The host family for the student are bona fide DC residents.

Documentation shall be available for OSSE review upon request and maintained in accordance with all residency record retention policies.

OSSE does not certify or approve foreign exchange programs. The LEA is responsible for completing all necessary steps required by any federal agency to serve foreign exchange students, including, but not limited to, the US Department of State.

### *Enrollment requirements*

All foreign exchange students attempting to enroll in a DC public school or public charter school must adhere to My School DC policies. LEAs not participating in My School DC must establish an enrollment process for foreign exchange students in their LEA handbook that all foreign exchange students attempting to enroll in their school must follow.

Host families enrolling foreign exchange students must submit all required enrollment documentation and forms, including the DC Residency Verification form (DCRV). For the 2023-24 school year, host families should complete these forms as the student's parent or guardian.

**Questions?**

If you have questions relating to these policies, please contact OSSE's Office of Enrollment and Residency (OER) at [osse.residency@dc.gov](mailto:osse.residency@dc.gov).