



Dear Parents/Guardians:

**The District of Columbia's annual residency verification process begins May 1<sup>st</sup>!**

District of Columbia (DC) law requires the verification of DC residency for all students seeking to enroll in the District of Columbia's public schools, charter schools or schools funded by the District of Columbia each year. Only residents of DC are eligible to receive a free public education funded by DC. ***A bona fide resident is a person who 1) establishes a physical presence in the District of Columbia and 2) submits proper and valid documentation.*** The residency verification process for the 2020-2021 school year begins on May 1<sup>st</sup>.

#### **WHAT DOES THIS MEAN FOR YOU?**

It is the responsibility of the **parent/guardian** to comply with the annual residency verification requirements for the school year. Parents or guardians who do not complete the residency verification requirement for their child will be referred to the Office of the State Superintendent (OSSE) for a determination regarding next steps. Parents/guardians of any students found to be non-residents may be required to pay prorated tuition and withdraw their child from the school.

#### **Residency Verification Process:**

Given the public health emergency, families are no longer required to complete this process in person at the school building. Families should, instead, satisfy residency verification requirements electronically by following the steps below:

- 1) **SUBMIT DOCUMENTATION:** Review the acceptable documentation checklist on the next page and determine which items you will provide to the school. Documents should reflect your **current** address as well as confirm both a physical and legal presence in the District of Columbia. Submit your documentation to [residency@stcoletta.org](mailto:residency@stcoletta.org).
- 2) **SCHOOL REVIEW:** St. Coletta will review your submitted documentation. If additional documents or information is needed the school will contact you either by phone or email.
- 3) **COMPLETE/SIGN REQUIRED FORMS:** Once valid documentation has been provided, the school will email forms for your completion and digital signature. These documents will include a sworn statement as well as an Annual Student Enrollment Form.

#### **Other Important Information:**

- Should you need to complete residency verification in person or have questions related to acceptable documentation, please reach out to the school at [residency@stcoletta.org](mailto:residency@stcoletta.org)
- If you do not have access to a scanner, directions for how to scan items using your smart phone are provided following this email.
- **Parents/Guardians must notify the school of any change of address within 3 days** and will be asked to complete residency verification at the school once again.

#### **Our Goal:**

Our goal is to have all residences for the 2020-2021 school year verified by July 1, 2020.

**Thank you for your assistance in meeting this requirement!**

Sincerely,  
Catherine Decker  
Assistant Principal of Admissions

## Enrolling person, follow ONE of the methods (A-C) to verify your DC residency.

<b>A</b>	<p><b>Verify with a school official.</b> If you are experiencing homelessness, a ward of the District, and/or a participant of a District public benefits program, such as Medicaid, Supplementation Nutrition Assistance Program, or Temporary Assistance for Needy Families – your school may already have your information. Check with your school official or the school’s homeless liaison.</p> <p><b>Verify through the Office of Tax and Revenue (OTR).</b> Re-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 re-enrolling in the same local education agency and enrolling in grades K-12. Login to the system at <a href="https://ossedctax.com">ossedctax.com</a>. If successful, your verification will then be available for your school to confirm.</p>				
<b>B</b>	<p><b>Verify by submitting supporting documentation.</b> 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.</p> <table border="1"> <thead> <tr> <th data-bbox="105 441 836 493">ONE item is needed from this list to verify residency.</th><th data-bbox="836 441 1578 493">TWO items are needed from this list to verify residency.</th></tr> </thead> <tbody> <tr> <td data-bbox="105 493 836 1453"> <ul style="list-style-type: none"> <li>A valid <b>pay stub</b> 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.</li> <li><b>Unexpired official documentation of financial assistance from the Government of the District of Columbia</b>, issued to the enrolling person within the past 12 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.</li> <li><b>Certified copy of Form D40</b> by the DC Office of Tax and Revenue, with evidence of payment of DC taxes for the current or most recent tax year and must bear the DC Office of Tax and Revenue stamp.</li> <li><b>Current military housing orders or statement on military letterhead</b>, must be official correspondence and cite the specific DC address of residence.</li> <li><b>Embassy letter</b> issued within the past 12 months. 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<b>C</b>	<p><b>Verify through a home visit.</b> If you are unable to verify through one of the above methods, speak with your school official about a home visit.</p>				

## 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](mailto: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.

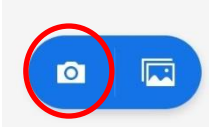
- **Parent** - a natural parent, stepparent, or parent by adoption who has custody or control of a student, including joint custody.
- **Guardian** - an appointed legal guardian of a student by a court of competent jurisdiction.
- **Custodian** - a person to whom physical custody has been granted by a court of competent jurisdiction.
- **Other Primary Caregiver** - is 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.

# Scanning Documents Using a Smart Phone

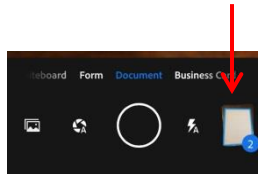
- 1) Download the free Adobe Scan app from App Store/Google Play



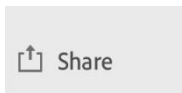
- 2) Open the app and tap the camera option (bottom right corner) to take a picture of your document. Use a flat surface for best results.



- 3) Select "Form" or "Document" for your scan type and place the phone camera over your document to scan. Repeat this step for each page of your supporting documentation.
- 4) After capturing images of your documents, select the document image in the lower right corner of the screen. You will then be able to save the PDF or edit your scans. Select "Save PDF" at the top right hand corner of the screen.



- 5) Share the scan by tapping on this icon:



- 6) When prompted, select "Share a Copy" and use your email application to send documentation to St. Coletta's residency verification team. All scanned documents should be sent to [residency@stcoletta.org](mailto:residency@stcoletta.org). Please update the subject line to include your student's name.