



Dear Parents/Guardians:

Residency verification for school year 2021-2022 has started!

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. To be eligible to enroll in a DC public or public charter school tuition-free: 1) the enrolling person must be the parent, adult student, or the valid legal guardian, custodian, or Other Primary Caregiver with proper documentation; 2) **the enrolling person has established a physical presence in the District of Columbia**; and 3) the enrolling person has submitted valid and proper documentation that establishes residency as set forth in law and regulations.

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:

Families may satisfy residency verification requirements either in-person at the school or submit information electronically. Both methods will follow the same three steps (see 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. You may present documentation to school personnel at the school 8am through 3pm Monday, Tuesday, Thursday, and Friday (school staff are unavailable to review documentation in-person on Wednesday). Electronic submissions may be emailed to residency@stcoletta.org.
- 2) **SCHOOL REVIEW:** St. Coletta will review your submitted documentation. If additional documents or information are needed the school will contact you in-person, by phone, or email.
- 3) **COMPLETE/SIGN REQUIRED FORMS:** Once valid documentation has been provided, the school will provide you forms for review and completion. These documents will include a sworn statement as well as an Annual Student Enrollment Form. Electronic forms will be sent to families using DocuSign. **It is essential that the enrolling parent/guardian carefully review and complete the documents before signing.**

Other Important Information:

- Should you have questions about this process reach out to the school at residency@stcoletta.org or call (202)350-8680.
- Students over the age of 18 will be required to sign their own residency verification forms as the "enrolling person" unless another guardian (such as a parent) has been appointed. If you have taken steps to retain guardianship of your adult student, documentation must be on file with the school. Parents of adult students who have not retained guardianship will still be required to submit documentation supporting their DC residency and must also complete residency verification paperwork.
- **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:

PLEASE DO NOT WAIT TO COMPLETE THIS PROCESS! Our goal is to have all residences for the 2021-2022 school year verified by July 2, 2021.

Thank you for your assistance in meeting this requirement!

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

| | | |
|---|---|---|
| A | <p>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, 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>Verify through the Office of Tax and Revenue (OTR). 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 ossedctax.com. If successful, your verification will then be available for your school to confirm.</p> | |
| B | <p>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.</p> <p>ONE item is needed from this list.</p> <ul style="list-style-type: none"> • 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 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 (CHIP), Supplemental Security Income, housing assistance or other programs. • Certified copy of Form D40 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. | <p>TWO different items are needed from this list.</p> <ul style="list-style-type: none"> • 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. <i>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.</i> • Utility bill (only gas, electric, and water bills are acceptable) with a separate paid receipt showing payment of the bill, such as receipt of payment printout, money order, or copy of cashed check. <i>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 subsidizing payment for utility are also acceptable proofs of payment.</i> |
| C | <p>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.</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. 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 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.