



 Name of LEA/School

FORM 1 - DC RESIDENCY VERIFICATION FORM

Part A. Parent/Guardian/Caregiver or Adult Student Confirmation

I am the ☐ parent/guardian
☐ other primary caregiver who is enrolling _____ in school.
☐ adult student (Adult Student/Student Full Name)

I, the parent/guardian/caregiver or adult student, affirm that I reside at the following address:

 Street City, State Zip Code

Part B. Parent/Guardian/Caregiver or Adult Student Sworn Statement of DC Residency

I understand that enrollment of the above named student in District of Columbia public schools or public charter schools, or other schools providing educational services funded by the District of Columbia, is based on my representation of bona fide DC residency, including this sworn statement of physical presence and my presentation of residency verification documentation. If this sworn statement is false, I understand that I am liable for payment of retroactive tuition for the student, and that the student may be withdrawn from school. Additionally, I understand that, under D.C. Code §38-312, any person who knowingly supplies false information to a public official in connection with student residency verification shall be subject to payment of a fine of not more than \$2,000 or imprisonment for not more than 90 days, but not both a fine and imprisonment. I hereby waive my rights to confidentiality of information relative to my residence and understand that the District of Columbia will use whatever legal means it has at its disposal to verify my residence. I also agree to notify the school of any change of residence for myself or the student within three (3) school days of such change.

 (Printed Name of Parent/Guardian/Caregiver or Adult Student)

 (Phone Number)

 (Signature of Parent/Guardian/Caregiver or Adult Student)

 (Date)

Part C. General Residency Verification (must be completed by school official)

The person who enrolled the student or the adult student has presented the following as proof of his/her District of Columbia residency.

Each item must contain the name of the person enrolling the student or the name of the adult student and his/her DC address along with the criteria below.

(Refer to List of Acceptable Supporting Documentation Checklist on reverse side for detailed explanations.)

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| <p>(1) One of the following items:</p> <p>_____ Pay stub, issued within 45-day window.</p> <p>_____ Unexpired official documentation of financial assistance.</p> <p>_____ Certified copy of DC Tax Form-D40.</p> <p>_____ Military housing orders.</p> <p>_____ Embassy letter.</p> | <p>(3) If one of the following applies, no signature is required in Part B above.</p> <p>_____ There is evidence that the student is homeless and the homeless liaison has provided homeless documentation.</p> <p>_____ Child is a ward of the District of Columbia.</p> |
| <p>(2) Two of the following items with matching names and addresses.</p> <p>_____ Unexpired DC motor vehicle registration.</p> <p>_____ Unexpired DC driver's license or non-driver ID.</p> <p>_____ Unexpired lease with proof of payment.</p> <p>_____ Utility bill with proof of payment.</p> | <p>(4) Use only if none of the previous options apply.</p> <p>_____ The person enrolling the student or the adult student has consented to a home visit. The visit is complete and the Home Visitation Residency Verification Form and Home Visitation Consent Form have been completed to confirm residency.</p> |

I certify, under the penalties of perjury, that I have personally reviewed all the documents presented and affirm that the information represented above is true to the best of my knowledge, information, and belief. I also affirm that all supporting documentation to this form will be retained by the school and made available to OSSE, external auditors, and other agencies including but not limited to the DC Office of the Inspector General, DC Office of the Attorney General, etc. upon request.

 School Official (Print)

 School Official (Signature)

 Date



List of Acceptable Supporting Documentation Checklist

Section 1 (One is needed from this list to verify residency.)

- ☐ **Pay stub:** Issued within the forty-five (45) day-window immediately preceding the school's review of residency documentation, that contains the name of person enrolling the student or the name of the adult student, shows his/her current DC home address, and shows withholding of DC personal income tax for the current tax year.
- ☐ **Unexpired official documentation of financial assistance from the Government of the District of Columbia:** Issued to the person enrolling the student or the adult student within the past twelve (12) months and be 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 D40:** Certified by the DC Office of Tax and Revenue, with the name of person enrolling the student or the name of the adult student as evidence of payment of DC taxes for the current or most recent tax year.
- ☐ **Military housing orders:** Showing the name of the person enrolling the student or the name of the adult student, and their residency or home address in DC, including but not limited to a DEERS statement or other official communication on military letterhead.
- ☐ **Embassy letter:** Issued within the past twelve (12) months showing the name of the person enrolling the student or the name of the adult student, indicating that the caregiver and the dependent student or the adult student currently live on embassy property in the District of Columbia or will reside on DC property confirmed by the embassy during the relevant school year, and an official embassy seal.

Section 2 (Two are needed from this list to verify residency. The address and name on each of the items must be the same.)

- ☐ Unexpired **DC motor vehicle registration** showing the name of the person enrolling the student or the name of the adult student and his/her current DC home address.
- ☐ Unexpired **lease or rental agreement with proof of payment of rent**, in the name of the person enrolling the student or the name of the adult student, for a period within two (2) months immediately preceding the school's review of residency documentation, for the current DC address at which the student actually resides.
- ☐ Unexpired **DC motor vehicle operator's permit** or official government issued non-driver identification in the name of the person enrolling the student or the name of the adult student showing his/her current DC home address.
- ☐ **Utility bill (only gas, electric, and water bills are acceptable) with proof of payment of a bill**, from a period within the two (2) months immediately preceding the school's review of residency documentation, listing the name of the person enrolling the student or the name of the adult student and his/her current DC home address,.

Section 3 (If one of these applies, no signature is required in Part B.)

- ☐ **Homeless:** There is evidence that the student is homeless and the school's homeless liaison has provided the appropriate homeless documentation.
- ☐ **Ward of the District of Columbia:** Proof that child is a ward of the District of Columbia, in the form of a court order or official documentation from DC Child and Family Services Agency.

Penalty for False Information:

Any person, including any District of Columbia public school 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, but not both fine and imprisonment, pursuant to the District of Columbia Nonresident Tuition Act, approved September 8, 1960 and amended by the District of Columbia Public Schools and Public Charter School Student Residency Fraud Prevention Amendment Act of 2012 (D.C. Code §38-312). The case of any such person may be referred by the Office of the State Superintendent of Education to the Office of the Attorney General.