



RESIDENCY VERIFICATION GUIDELINES

LIST OF ACCEPTABLE RESIDENCY DOCUMENTS

All documents must be in its original format and UNEXPIRED

- Parents/guardians are required to annually verify DC residency upon enrollment of their student.
- Parents/guardians may present one document from List A or two documents from List B in order to verify DC residency.
- Parents/guardians must provide original documents to school officials, and documents must be in the name of the enrolling parent/guardian. **School officials are required by DC law to photocopy residency documents for audit purposes.**
- School official will provide parents/guardians with an additional residency verification form to be completed upon enrollment. This document must be signed by the same enrolling parent/guardian whose name appears on the residency documents.

List A	List B
<p>One of the following indicating name and address of enrolling parent/guardian will suffice to verify District of Columbia residency:</p>	<p>Two of the following indicating name and address of the enrolling parent/guardian will suffice to verify residency in the District of Columbia. The name and address must be the same on both documents.</p>
<p>A pay stub, issued within 45 days prior to school’s review of residency documentation, showing your DC address and DC tax withholding</p>	<p>Unexpired DC motor vehicle registration</p>
<p>Supplemental Security Income annual benefits notification</p>	
<p>Verification letter and Military Housing orders; or Deers Statement showing address of residency</p>	<p>Unexpired DC motor vehicle operator’s permit or official non-driver identification</p>
<p>An embassy letter indicating embassy sponsored housing in DC with embassy seal affixed</p>	
<p>Unexpired official documentation of financial assistance from the DC Government including TANF, Medicaid, SCHIP, SSI, housing assistance or other DC Government Programs</p>	<p>Unexpired lease with separate proof of payment within 2 months preceding school’s review of residency documents.</p>
<p>A copy of filed 2017 D-40 form certified by the DC office of Tax & Revenue form</p>	<p>If lease expired, a letter showing continuance of lease is acceptable with separate proof of payment</p>
<p>Proof that the child is a ward of the District of Columbia, in the form of a Court Order</p>	<p>Utility bill (only gas, electric and water bills are acceptable) with a separate paid receipt showing payment of that bill dated within 60 days (2 months) of school’s review of residency documentation</p>

For questions and guidance, please contact the Enrollment Team at enroll@dc.gov or at 202-478-5738.