



RESIDENCY VERIFICATION GUIDELINES

LIST OF ACCEPTABLE RESIDENCY DOCUMENTS

All documents must be **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
One of the following indicating name and address of enrolling parent /guardian will suffice to verify District of Columbia residency:	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 the same on both documents.
A pay stub issued within 45 days , with your DC address and DC tax withholding	Unexpired DC motor vehicle registration
Supplemental Security Income annual benefits notification	
Verification Letter and Military Housing orders; or DEERS statement	Unexpired DC motor vehicle operator’s permit or official non-driver identification
An embassy letter indicating embassy sponsored housing in DC with embassy seal affixed	
Proof of financial assistance from the DC Government	Unexpired lease or rental agreement with receipt of payment within two months
A copy of D-40 form certified by the DC office of Tax & Revenue form	
Proof that the child is a ward of the District of Columbia, in the form of a Court Order	One utility bill (only gas, electric and water bills are acceptable) with receipt of payment within two months.

For questions and guidance, please call DCPS Office of Student Enrollment and School Funding at 202-478-5738.