

RESIDENCY VERIFICATION GUIDELINES

Every school year, parents/guardians are required to verify residency for every registering student. The following guidelines provide a comprehensive view of the required documentation for proving residency in the District of Columbia for school year 2012-2013.

Procedures for the Establishment of Residency

- Establish residency by Oct. 5, 2012, or within ten days of the time of initial enrollment, whichever occurs later in the school year. This verification shall take place no sooner than April 1 of the current school year (April 1, 2012).
- Provide *original documents* to the school representative as proof of residency. Schools may request to copy documents for audit purposes.

Residency status shall be established through the use of satisfactory documentation as provided in requirements (1) or (2) below. **Substitutions will not be accepted at the local school level for any of the documents listed.** A full description of residency documents listed below can be found at www.dcps.dc.gov/enroll.

REQUIREMENTS FOR PROVING RESIDENCY (OPTION 1)

<i>One of the following items indicating name and address will suffice to establish District of Columbia residency:</i>	
1. A pay stub with a DC Address and DC tax withholding	5. Proof of financial assistance from the DC government
2. Supplemental Security Income annual benefits notification	6. A tax information authorization waiver form certified by the DC office of Tax and Revenue
3. Verification Letter and Military Housing Orders; or DEERS Statement	7. Proof that the child is a ward of the District of Columbia, in the form of a Court Order
4. An embassy letter	

REQUIREMENTS FOR PROVING RESIDENCY (OPTION 2)

<i>In the absence of items listed in Option 1, two (2) of the items listed below indicating name and address will suffice as proof of residency in the District of Columbia. The address and name on each submitted item must be the same.</i>	
1. Unexpired DC motor vehicle registration	3. Unexpired lease or rental agreement with receipt of payment
2. Unexpired DC motor vehicle operator's permit or their official non-driver identification	4. One utility bill (only gas, electric and water bills are acceptable) with receipt of payment

Documents shown on the Residency Verification Form and in these guidelines are acceptable for proving DC residency. Alternative documentation will only be accepted in the Student Residency Office located at 1200 First St. NE, 9th Floor.