



Name of LEA/School

Acceptable Supporting Documentation Checklist

1. (One item is needed from this list to verify residency. The address and name on each of the items must be the same.)

- Pay stub:** A valid paystub issued within forty-five (45) days of providing proof of residency. Must contain the name of person enrolling the student or the name of the adult student showing his/her current DC home address, and withholding of only 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 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 (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.
- Current Military housing orders:** Showing the name of the person enrolling the student or the name of the adult student, and the residing District address, 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.

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

- Valid and 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 District home address.
- Valid and unexpired **lease or rental agreement with a separate 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.
- Valid and 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 a separate paid receipt showing payment of the 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.

3. (No supporting documentation required. A signature is required by enrolling person in Part C.)

- Homeless:** There is evidence that the student is homeless and the school's homeless liaison has provided the appropriate homeless information.
- 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.

4. (enrolling families/students consent to electronic verification of residency.)

- Office of Tax and Revenue:** Re-enrolling families/students agree to verify residency using OTR residency verification process. Enrolling person must login to a separate residency validation system. Guidance documentation provided by the enrolling school.
- DC Financial Assistance:** Participation in the identified District financial assistance or public benefits program in which information is fed directly to OSSE through an intra-agency data sharing agreement. These programs include Medicaid, Supplementation Nutrition Assistance Program (SNAP), or Temporary Assistance for Needy Families (TANF).

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.