

MEMO

TO: All Principals

FROM: Lawrence E. Jointer, Director of Pupil Services

RE: Monitoring of Residency Issues and Concerns

DATE: March 4, 2009

In the last few years there has been much discussion regarding residency issues. Because Alexandria is a fine school system, families who do not reside within the city limits attempt to and do enroll their children in the Alexandria City Public Schools (ACPS). Some of these families deliberately falsify their addresses. This is a burden that Alexandria tax payers should not have to share. Additionally, the verification of some of these addresses consumes too much of the building principal's time. Although the entire burden cannot be removed as a responsibility of the principal, it can certainly be reduced. Since Alexandria, unlike some other districts, does not do "central enrollment," building principals will need to more closely screen the enrollment process. The following steps are recommended:

1. When families can produce the appropriate documents, listed in "Directive Number 4", there should not be a problem with enrollment.
2. When families cannot produce the appropriate documents required for enrollment, it becomes necessary to use the "Residency Verification" form which can be received from the school principal. The completed "Residency Verification" form and "Residency Confirmation Referral" form will be forwarded to the office of Pupil Services for monitoring and investigation.
3. Residency monitoring for those families who cannot provide the documents necessary for normal enrollment will consist of the following:
 - A. A request for enrollment documents one week prior to the end of each grading period (each quarter).
 - B. If documents continue to be unavailable, another "Residency Verification" form will be requested in order for students to remain enrolled in ACPS.
 - C. A physical investigation will be authorized by the Director of Pupil Services. The investigation will be done by a special investigator and/or the Truancy Outreach Specialist to confirm residency in the City of Alexandria proper. Either one or both will report their findings to the Director of Pupil Services.
4. When and if it is determined that the student is not living in the City of Alexandria proper, the office of Pupil Services will take the necessary steps to terminate the student's enrollment in ACPS.

RESIDENCY VERIFICATION FORM

To Whom It May Concern:

I, _____, certify that the following person(s):

(List the names of all residents)

Reside at

Name of Leaseholder or Mortgagee _____

(If joint)

Signature of Leaseholder/Mortgagee _____

Date signed _____

Notice: *After thirty (30) days, the parent/legal guardian needs to provide two (2) proofs of residency: a lease, mortgage receipt, rental receipt, personal property tax receipt or major utility bill in the parent/legal guardian's name.
A copy of this form should be sent to the Office of Pupil Services.*

TO BE EXECUTED BY A NOTARY PUBLIC

Commonwealth of Virginia, City of Alexandria

The individual whose name(s) is/are signed to the foregoing instrument appeared before me and affirmed that the statements in the said instrument are true.

Affirmed and subscribed before me this ____ day of _____, 20__.

My commission expires _____

Notary Public