

ALEXANDRIA CITY PUBLIC SCHOOLS
Alexandria, Virginia

Administrative Directives
2018-2019 Series
No. 4
Date: August 24, 2018

TO: School-Based Administrators
Executive Director, Office of English Language Learners (ELL)

FROM: Gregory C. Hutchings, Jr., Ed.D.
Superintendent of Schools

TOPIC: **Division-wide Procedures for Verification of Addresses and Residency Status of Students in the Alexandria City Public Schools**

AREA OF RESPONSIBILITY: It is the Principals' responsibility to verify the addresses/residences of all students enrolled in their schools.

PURPOSES:

1. To provide uniform procedures to be used by school-based administrators and their designees for verifying the addresses/residences of parents/guardians who register children in the Alexandria City Public Schools.
2. To establish practices and procedures to ensure that the Alexandria City Public Schools serve only students who meet its residency and enrollment requirements.
3. To encourage the periodic and uniform review of student addresses and residence information as a standard procedure in the Alexandria City Public Schools.

THE PROCESS:

1. Read the procedures provided herein, and discuss them with members of the office staff, teachers, and support staff, as appropriate, in staff meetings.
2. Include information from this administrative directive, when appropriate, in memoranda, announcements, newsletters, and other communications to staff members and parents and guardians.

PROCEDURES:

RE: Residency Verification of Kindergarten Students and New Students in All Other Grades*

1. **Principals** are required to review address verification materials as outlined in the School Admission Regulations (JEC-R). Parents/guardians must produce the documents before registration can be completed.
 - a. **ONE** of the following documents must be submitted for verification of residency within the City of Alexandria. Only **originals** of documents will be accepted (no copies). Supporting documents must be current and where indicated, dated within the past 60 days.
 - **Lease Agreement** (current document with dates, legal guardian's signature and address)
 - **Deed**, with a real state property tax receipt in the legal guardian's name
 - **Mortgage Contract**
 - b. And **TWO** supporting documents noting parent's/legal guardian's name and property address:
 - Utility bill (water, gas, electric, cable, or landline phone)- within the past 60 days
 - Current personal Alexandria property tax bill/receipt (vehicle, boat, RV, etc.)
 - Mailed letter from a government agency (TANIF, HUD, IRS, etc.)
 - Current pay stub (noting Virginia tax withholding) within the past 60 days
 - Latest federal/state income tax return (cover page only)
 - Two consecutive bank statements (mailed within the past 60 days)
 - Current vehicle registration from the Department of Motor Vehicles (DMV)
 - Current homeowner's or renter's insurance policy
 - c. **Or, in lieu of "a" and "b" above, an affidavit (using "Form A") from the parent/guardian** showing that the student resides in Alexandria, **and an affidavit (using "Form B") from the owner or lessee of the residence** where the student is staying declaring that a family and student reside in Alexandria City. (Forms are appended to this directive.) Forms A and B are only valid for six months and must be re-filed within five days of expiration or the student shall be withdrawn from Alexandria City Public Schools. The resident's mortgage or lease agreement must accompany all Forms A and B. The parent/guardian must provide two supporting documents (in the parent's/guardian's or adult student's name) as listed above. Forms A and B should be filed at the local school. The school registrar or principal designee should forward a copy to the Residency Verification Specialist for monitoring and follow up.
 - b. Other documents submitted to officially verify the address/residence of parents or guardians registering children for school must be reviewed individually by the principal, who should refer such documents to the Residency Verification Specialist.

* The Office of English Language Learner Services will verify residency for students who register at that office.

2. For students who are homeless, or who qualify for admission under provisions outlined in Admission [Policy JEC](#) consult the Department of Student Services, Alternative Programs, and Equity.
3. **Principals** are advised that **enrollment / registration** of kindergarten students and transfer students **must include all additional prerequisites and requirements prior to the initiation of address verification procedures.** (Reference [J Policies](#))

PROCEDURES:

RE: Verification of Address / Residences of "Continuously Enrolled" Students Using Information / Emergency Data

1. At the start of each school year, **principals or their designees** will require that parent(s) / guardian(s) submit current information/emergency data for each student enrolled in the school. **This process is to be completed by September 30th.**
2. **Registrars** will review the address / residence Information to verify location in the City of Alexandria and will refer discrepancies to the principal for subsequent follow-up. **Specific attention must be given to student addresses in Zip Codes for which there is a dual city/county location.** Note: Some Zip Codes in Alexandria City also apply to residences outside of Alexandria City.
3. The Alexandria City Public Schools online [Attendance Zone Locator](#) will serve as a definitive reference for address/residence verification activities at the school level. For questions related to the Attendance Locator, please call Technology Services at 703-619-8005 for assistance.

Registrars and other office personnel are reminded of the importance of using the online **Attendance Zone Locator** regularly to confirm and verify addresses, particularly when registering Kindergarten students and new students for all other grades.

5. **Principals** are to **notify parents that address verification activities will occur periodically** during the school year. Such notification should be included in newsletters and other written communications to parents, as well as through announcements at "Back to School Nights" and PTA meetings. It should be stressed to parents and guardians that review and verification of addresses / residences will become a regular part of the Alexandria City Public Schools enrollment procedures.

PROCEDURES:

RE: Review and Verification of Student Enrollment Based on Transfer Approval (City of Alexandria Residents)

1. **Principals** and their designees are advised to review Alexandria City Public Schools **Policy [JC](#) and [JCB](#)** School Attendance Areas, with regard to the enrollment of students in their schools via the approved transfer process.
2. **Principals** and their designees are reminded of the following factors with respect to student transfers:
 - a. All applications for student transfers including at the elementary level are made

through Coordinator for Student Placement (703-619-8333). All applications for student transfers at the secondary level are made through the Executive Director of Secondary Instruction. In case of challenge or appeal of such decisions, the Superintendent or designee is the final authority.

- b. **Principals** are to maintain a current **annual** listing of all students enrolled in their schools by means of a transfer. The following information must be included: complete name, home address, zoned school, current grade, date of enrollment.
- c. Questions regarding enrollment status or continuation of enrollment of transfer students must be sent to the Coordinator for Student Placement (elementary) or the Executive Director of Secondary Instruction.

Personnel who may be contacted regarding procedures and information contained in this Administrative Directive:

<u>Information/Procedures</u>	<u>Staff Person</u>	<u>Telephone</u>
Administrative Transfer Requests: Middle	Dr. Gerald Mann	703-619-8308
Elementary	Ms. Linda Whitfield	703-619-8333
K-8	Dr. Mann or Ms. Whitfield	
Attendance Zone Locator	Dr. Elizabeth Hoover	703-619-8005
EL Registrations	Dr. Bethany Nickerson	703-619-8022
Residency/Kinship Care	Ms. Amy Ashley	703-619-8340

FOR ADDITIONAL INFORMATION CONTACT: Dr. Julie Crawford, Chief Student Services Officer
703-619-8034

Attachment

SHARED HOUSING: FORM A

**PROOF OF CITY OF ALEXANDRIA RESIDENCY
ALEXANDRIA CITY PUBLIC SCHOOLS
1340 Braddock Place
Alexandria, VA 22314
STATEMENT OF PARENT(S)/GUARDIAN(S)**

I hereby affirm that I am residing with _____
(Name of City of Alexandria Resident)

(Address) (Home Phone) (Work Phone)

The names of my children also residing with me at the above address are:

Name(s)	Age(s)	Attending School(s)

Please read and initial the following statements:

- I understand that enrollment of my child(ren) in the Alexandria City Public Schools (ACPS) is based on my statement, and if this statement is false, I understand that I am liable for payment of full tuition for my child(ren). I hereby waive my rights to confidentiality of information relative to my residence and understand that ACPS will use whatever legal means it has at its disposal to verify my residence. Under §22.1-264.1 of the Code of Virginia, any person who knowingly makes a false statement concerning the residency of a child for the purpose of avoiding tuition, shall be guilty of a Class 4 misdemeanor.
- I also agree to notify the principal or designee of any change of residence of myself or my child(ren) within three (3) days of such change.
- I also understand that supporting documentation in my name (i.e. second form of residency verification) is required to be submitted along with this form as noted in School Board Regulation JEC-R (School Admission).

***This form is valid for six months from the date of application. Continued enrollment after such time requires completing a new application and providing appropriate documentation. Failure to do so will result in withdrawal of the named child(ren) from the Alexandria City Public Schools.**

Printed Name of Parent/Guardian (Home Phone) (Work Phone)

Signature *Date

I hereby certify that on this ____ day of _____, the above subscribers personally appeared before me and made oath in due form of the law that the foregoing facts are true to the best of their knowledge, information, belief, under penalty of perjury.

My Commission Expires ____ / ____ / ____ Notary Public _____

To Be Completed by School Personnel	
___ Entered date in Power School	___ Student ID # _____
___ Submitted copy to Department of Student Services	___ Please forward copy to sibling(s) school

SHARED HOUSING: FORM B

**PROOF OF CITY OF ALEXANDRIA RESIDENCY
ALEXANDRIA CITY PUBLIC SCHOOLS
1340 Braddock Place
Alexandria, VA 22314
STATEMENT OF CITY OF ALEXANDRIA RESIDENT**

I hereby affirm that I reside at: _____
Street Address

City State Zip Code

(A copy of the City of Alexandria Resident's Mortgage, Current Lease Agreement, or Deed with a copy of the current property tax bill must accompany this form.)

Living with me are the adults listed below who have school-age children to be enrolled in Alexandria City Public Schools:

Name(s) of adult(s) residing with me	Name(s) of their children(s) residing with me

Please read and initial the following statements:

I understand that enrollment in the Alexandria City Public Schools (ACPS) of the child(ren) of the adult(s) identified on **FORM A** is based on my statement. If this statement is false, I understand that I am liable for payment of full tuition of the child(ren). Under §22.1-264.1 of the Code of Virginia, any person who knowingly makes a false statement concerning the residency of a child for the purpose of avoiding tuition, shall be guilty of a Class 4 misdemeanor.

I will notify the principal or designee of any change of residence of the named adult(s) or child(ren) within three (3) days of such change.

I understand that the adult(s) listed above is/are required to provide supporting documentation in their name (i.e. second form of residency verification) along with this form as noted in School Board Regulation JEC-R (School Admission).

***This form is valid for six months from the date of application or until the named applicant ceases to reside in the City of Alexandria. If the applicant continues to be an Alexandria resident after six months, a new form and supporting documents must be submitted. Failure to do so will result in withdrawal of the named child(ren) from the Alexandria City Public Schools.**

Printed Name of City of Alexandria Resident (Home Phone) (Work Phone)

Signature of City of Alexandria Resident *Date

I hereby certify that on this ____ day of _____, the above subscribers personally appeared before me and made oath in due form of the law that the foregoing facts are true to the best of their knowledge, information, belief, under penalty of perjury.

My Commission Expires ____/____/____ Notary Public _____

To Be Completed by School Personnel	
____ Entered date in Power School	____ Student ID # _____
____ Submitted copy to Department of Student Services	____ Please forward copy to sibling(s) school