

Date: May 24, 2018  
For ACTION \_\_\_\_\_  
For INFORMATION  X   
Board Agenda: Yes \_\_\_  
No \_\_\_\_\_

**FROM:** Julie A. Crawford, Ed.D., Chief Student Services Officer

**THROUGH:** Lois F. Berlin, Ed.D., Interim Superintendent of Schools

**TO:** The Honorable Ramee Gentry, Chair, and  
Members of the Alexandria City School Board

**TOPIC:** Update on Residency Verification Activities

**BACKGROUND:**

As a part of the FY 2017 budget, the School Board approved a full-time residency verification specialist (RVS) position in the Department of Student Services, Alternative Programs and Equity, and Ms. Amy Ashley was hired for this position. Her primary role is to support schools in ensuring that students attending ACPS are residents of the City of Alexandria or meet other requirements including homeless as defined in the McKinney-Vento Act, placement in foster care, requiring kinship care or a non-resident employee student transfers. As a part of this process, ACPS staff assists families who have been deemed non-residents of the City of Alexandria with identification and registration in the school division in which they currently reside.

As a part of her first year into ACPS, Ms. Ashley met with every school team including the principal or assistant principal, registrar and school social worker. This review process assisted in complying with VDOE school enrollment requirements and School Board Policy JEC and related regulations. Based on those meetings and the feedback from stakeholders, Ms. Ashley and Mr. Jeffrey Carpenter, Executive Director of Student Services, developed residency materials for schools to provide greater consistency from school to school. Residency verification activities have also been aligned with the MTSS process with Ms. Ashley supporting schools at each level, predominantly tier 3 level. The Department of Student Services, Alternative Programs and Equity is proposing additional documentation options for families to prove residency. This recommendation is based on a review of area school divisions enrollment requirements and trends in cases requiring home visits to verify residency. Presently, ACPS accepts the fewest types of documentation when compared to area school divisions. With these limited options, home visits must be conducted. By adding the additional document options, most families will be able to complete the registration process upon their first visit and the number of staff home visits should decrease. The proposed changes are:

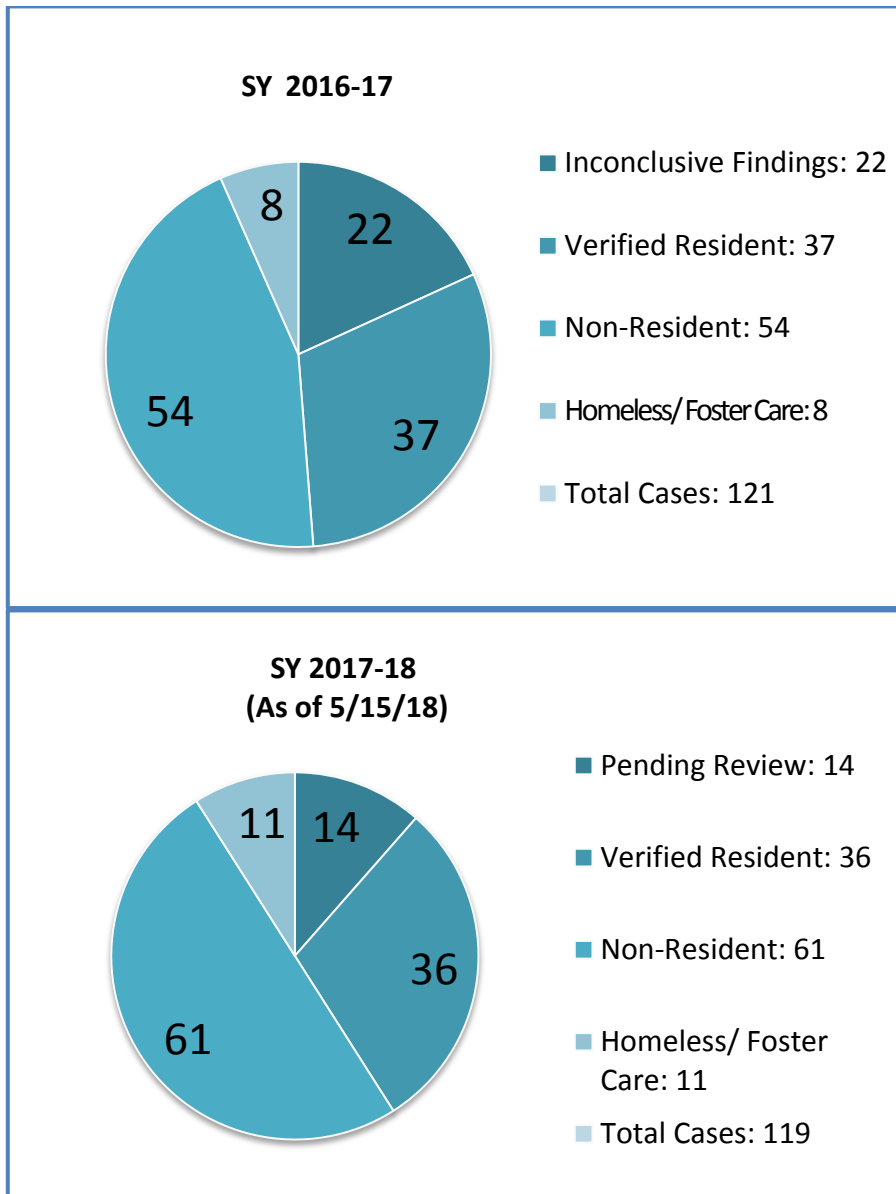
- Require mortgage, lease or **deed with copy of real estate tax**
- **No longer accept rent receipt**
- Expand the 2<sup>nd</sup> residency verification to include **seven additional options** (utility bill, current personal Alexandria City property tax bill/receipt, mailed letter from a government agency, current pay stub (noting Alexandria address & Virginia tax withholding), latest federal/state

income tax return, 2 consecutive bank statements, current homeowner or renter's insurance policy

- Shared housing requires residency verification from the City of Alexandria resident providing living space **and parent/guardian** via Form A/B

**DATA FINDINGS:**

The charts below represent tier 3 cases that involved the RVS for the last two years. Through these efforts 54 students were deemed non-residents in 2016-17 and 61 students in 2017-18. This saved ACPS approximately one million dollars per year. Importantly, the RVS has been able to assist in identifying families experiencing homelessness and make connections to support services.



**SUMMARY:**

With the additional support from the RVS, ACPS has improved consistency in the residency verification process. As a part of that process, ACPS has had over two hundred cases of Tier 3 cases over the last two years. In an effort to provide families with further options and to align more closely with area school divisions, it is being proposed that seven additional documents are accepted for residency verification purposes. Home visits will continue to be used in unique cases where families are having difficulties gathering documentation.

**RECOMMENDATION:**

The Superintendent recommends that the School Board review the residency verification information including the proposed documentation for school enrollment purposes.

**IMPACT:**

By reviewing residency verification information, the School Board continues its commitment to being fiscally responsible and ensuring the educational equity for ACPS students.

**ATTACHMENTS:**

Presentation- Residency Verification

**CONTACT:**

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