Three-tiered Approach to Residency Verification



Residency Review

Gathered data and documentation are shared with the Residency Verificaton Specialist (RVS). The RVS opens a formal review and seeks to resolve residency concerns.

Tier - 2

Residency Concerns Persist

Further exploration of the students residency occurs. The School Social Worker conducts a home residency check and documents the findings using the home residency check form. Consultation with the Residency Verification Specialist (RVS) may be needed for additional direction. If concerns persist, the principal (or assigned staff) should contact the RVS for consultation and/or submit a tier-3 referral.

All cases should be reviewed with the principal before being formally referred.

Tier 1

Family Registers with Appropriate Documentation.

If documentation is missing, or there are concerns about what is provided, the Registrar (or other assigned school staff) notifies the family regarding what documents are to verify residency (send ACPS Residency Verification Letter). The Registrar consults with the building principal. If concerns persist, consult with the Residency Verification Specialist (RVS) as needed. Should concerns persist, the case should move to Tier-2.