

Date: December 18, 2020

For ACTION \_\_\_\_\_

For INFORMATION  \_\_\_\_\_

Board Agenda: \_\_\_\_\_

No  \_\_\_\_\_

**FROM:** Marcia Jackson, Ed.D., Executive Director of Student Services

**THROUGH:** Gregory C. Hutchings, Jr. Ed.D., Superintendent of Schools  
Julie Crawford, Ed.D., Chief of Student Services and Equity

**TO:** The Honorable Cindy Anderson, Chair, and  
Members of the Alexandria City School Board

**TOPIC:** Residency Verification Update

**ACPS 2025 STRATEGIC PLAN GOAL:**

Goal 1: Systemic Alignment

Goal 3: Student Accessibility and Support

**SY 2020-2021 FOCUS AREA:**

Focus Area 3: Strategic Plan Implementation

**FY 2021 BUDGET PRIORITY:**

Enrollment of Students (Including PreK)

**BACKGROUND:**

The school closure due to COVID-19 placed additional demands on the enrollment process to include difficulty for some families to obtain the required documents outlined in policy JEC/JEC-R. As a result of the atypical school closure, some families have had to secure childcare in other jurisdictions outside of Alexandria with a few families taking their children out of the country. In these instances, the families have maintained a residence in Alexandria. While the Residency Verification Specialist (RVS) position has been vacant since the end of last school year, the Department of Student Services staff works with schools on these complex tier 3 residency cases. At the time of this board brief, a candidate's name has been submitted to the Department of Human Resources for hiring consideration. The Office of Student Services continues to work directly with school registrars and the EL Office providing consultation, investigation and follow-up as needed.

**SUMMARY:**

Residency data for the 2019-20 school year are presented below and were impacted by the COVID-19 closure.

**RVS 2019-20 Data:**

Number of cases RVS touched as of 6/15/20	97 (includes staffing, Kinship applications, EL home visits, residency review referrals)
Number of students withdrawn as they resided outside the City of Alexandria	25 (SY savings: \$458,275)
Students identified as homeless and/or homeless unaccompanied	4

Residency audits have occurred for the last four years at all schools in ACPS. The audits include a review of records to determine the level of fidelity with which schools are following the enrollment process and collecting required documentation (i.e., lease or deed, three forms of proof of address, birth certificate, photo identification, A/B forms, kinship documents, power of attorney, and custody orders). The audits for the 2019-20 school year were interrupted due to the COVID-19 closure in March 2020. Files from ten schools were reviewed. Of the 367 files reviewed, 205 (56%) files were found to be compliant with the enrollment process. Assessment of the data suggested there are still two main areas of concern regarding residency file compliance. These areas include a need for registrars to actively collect the second and third proof within the 30-day window after conditional enrollment has been granted and renewal of the A/B shared housing form within the six-month expiration date. Support in these two areas will be a priority for the new RVS staff member.

**RECOMMENDATION:**

The Superintendent recommends that the School Board review the residency verification information.

**IMPACT:**

By reviewing residency verification information, the School Board continues its commitment to being fiscally responsible and ensuring the resources of the school division are used towards the education of ACPS students.

**CONTACT:**

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