

Date: 10/27/16

For ACTION \_\_\_\_\_  
For INFORMATION  X

Board Agenda: Yes \_\_\_\_\_  
No  X

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

**THROUGH:** Alvin L. Crawley, Ed.D., Superintendent of Schools

**TO:** The Honorable Karen Graf, Chair, and Members of the Alexandria City School Board

**TOPIC:** Update on Residency Verification Specialist

**BACKGROUND:** As a part of the FY 2017 budget, the School Board approved a full-time residency verification specialist position in the Department of Student Services, Alternative Programs and Equity. 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 such as homeless as defined in the McKinney-Vento Homeless Education Act or non-resident employee student transfers.

As a part of her transition into ACPS, Ms. Amy Ashley met with every school team including the principal, registrar and school social worker. During these conversations, the schools reviewed their current residency review process, highlighted what works and what needs improvement. Based on those meetings, Ms. Amy Ashley and Mr. Jeffrey Carpenter, Executive Director of Student Services, developed materials for schools to provide a consistent review process across the division. The residency verification review process complies with VDOE school enrollment requirements

([http://www.doe.virginia.gov/administrators/superintendents\\_memos/2016/159-16.shtml](http://www.doe.virginia.gov/administrators/superintendents_memos/2016/159-16.shtml)) and ACPS School Board Policy JEC and related regulations (<http://www.acps.k12.va.us/board/manual/jec.pdf> and <http://www.acps.k12.va.us/board/manual/jec-r.pdf>) .

**DATA FINDINGS:** Since the beginning of this school year, 25 cases have been referred to the residency verification specialist for review. Of those cases, 14 were determined to be non-residents and were withdrawn from ACPS. Three cases met the definition of homelessness. In four of the cases, parents/guardians produced documentation of residency in Alexandria. There are four other cases that are still being reviewed with outcomes pending.

**RECOMMENDATION:** The Superintendent recommends the continued work of the residency verification specialist.

**CONTACT PERSON:** Dr. Julie Crawford 703-619-8351

**ATTACHMENT:** Residency Verification Memo to Schools  
MTSS Residency Verification Pyramid