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## MEMO

**To:** Principals  
Academic Principals  
Assistant Principals  
Registrars  
Social Workers

**From:** Dr. Julie Crawford, Chief, Student Services, Alternative Programs and Equity  
Jeffrey Carpenter, Executive Director, Student Services  
Amy Ashley, Residency Verification Specialist

**Cc:** Dr. Lisa Piehota, Executive Director, Elementary Instruction  
Gerald Mann, Executive Director, Secondary Instruction  
Crystal Vernon, Student Data Coordinator

**Re:** Residency Verification

**Date:** October 24, 2016

Because Alexandria City Public Schools (ACPS) is an excellent school system, many families who reside outside of our attendance area attempt to enroll their students in our schools. Due to increasing capacity needs to support our growing student enrollment, and in our effort to be good stewards of taxpayer dollars, adherence to ACPS policies and practices for the verification of residency is of significant importance.

We are pleased to announce that Ms. Amy Ashley has joined the Department of Student Services, as a Residency Verification Specialist (RVS). The role of the RVS is to support all schools in evaluating, reviewing and monitoring ACPS residency verification policies and practices. Ms. Ashley comes to us from the Arlington County Court system, and has a number of experiences that will be invaluable to this work. She can be contacted at (703) 619-8340, ext. 1288, or amy.ashley@acps.k12.va.us.

As noted in the August 31, 2016, Administrative Directive #4, and policy JEC, principals will continue to monitor the enrollment process and support residency verification at the school level. If you or your supporting staff discovers a residency issue within your school, we ask you follow a three tiered system of addressing the residency verification (attached). If further support is needed at any level, Ms. Ashley is available for consultation.

Please initiate tier three cases (i.e., cases that are referred to the Ms. Ashley for formal review), by way of our newly created web-based residency review referral form. The form can be accessed via: <https://acpsweb.wufoo.com/forms/q1ghpd5n044rnrh/>.

When making a referral for a formal residency review using the web-based system, it is also important to attach, any supporting documentation, which may include: the initial home visit form completed by the social worker, pertinent school records (e.g., leases, parent's photo id, legal guardianship and custody orders, medical excuses), and any additional information that you may deem helpful in resolving the matter. Please include only objective, factual information with these documents.

Also attached are several new documents. The documents include letter templates for use in cases where additional documentation is required to verify residency, returned mail is received, or the school has sufficient documentation to withdraw a student. Also attached is a residency home visit report form for use by the School Social Worker when completing a home visit for the purposes of verifying residency. **To support consistency of practice and communication across the division, please discontinue use of any previous letters or documents utilized for these purposes.**

We look forward to working with you in supporting all students' right to receive an education in the school division in which they reside.