



DC Residency Verification Form – 2026-27 School Year

Use this form to verify that you are a District resident and therefore you or your student is eligible to enroll in a DC public or public charter school. All forms and supporting residency documentation are submitted to the enrolling school.

Step One: Choose the residency verification method that best applies to you.

Details of the available methods for verifying your DC residency are provided on page two. **Choose ONE** after completing sections 2 and 3 below. To be eligible to enroll in a DC public or public charter school tuition-free: 1) the enrolling person must be the parent, adult student, or the valid legal guardian, custodian, or Other Primary Caregiver (OPC) with proper documentation; 2) **the enrolling person has established a physical presence in the District of Columbia**; and 3) the enrolling person has submitted valid and proper documentation that establishes residency as set forth in law and regulations.

Step Two: Provide information about student and enrolling person.

Student First Name:		Student Last Name:		DOB:	
Name of School in the 2026-27 School Year:					
Enrolling person (see page 2) > First Name:				Last Name:	
I am the:					
<input type="checkbox"/> student's parent		<input type="checkbox"/> student's Other Primary Caregiver and completed the OPC Form			
<input type="checkbox"/> student's legal guardian/custodian (provide proof)*		<input type="checkbox"/> minor parent and completed the sworn statement			
<input type="checkbox"/> adult student		<input type="checkbox"/> legal guardian signing on behalf of an adult student (limited uses)**			
Address of enrolling person:					Apt.:
City:	State:	ZIP:	DC Resident:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Email:			Phone:		

Step Three: Sign Certification of Residency Requirements.

- I agree to notify the school within three (3) school days of any change in my residence and complete a new DC Residency Verification Form.
- I certify that I am the adult student or the student's legal parent, guardian, custodian, or Other Primary Caregiver (OPC); that I have established and will maintain a physical presence in the District as defined in 5A DCMR § 5004; and that I am submitting valid documentation to verify residency or have identified myself as a non-resident and will complete the required tuition agreement and payment.
- I authorize OSSE to obtain and verify information about my residency status from the District, the Federal government and any state or local government agency or program (including agencies in Maryland and Virginia), including but not limited to the DC Department of Human Services (DHS), DC Housing Authority (DCHA), Department of Health Care Finance (DHCF), Virginia Department of Taxation, Maryland Comptroller's Office, the Department of Motor Vehicles, and programs such as Medicaid, Temporary Assistance for Needy Families [TANF], or Supplemental Nutrition Assistance Program [SNAP], for the purpose of verifying my residency for enrollment in a DC public or public charter school. OSSE will protect my information in accordance with applicable federal, District and state laws.
- I authorize OSSE or its designee to verify any document submitted to prove residency, including but not limited to paystubs or employment records, and to contact other individuals listed on enrollment records (e.g., another parent, guardian, custodian, or OPC) to confirm my residency.
- I understand that if OSSE determines I am not a resident or an approved non-resident under 5A DCMR § 5007, I may have to pay back tuition and the student may be withdrawn.
- I understand that providing false information or documentation may result in referral to DC Office of the Inspector General (OIG) for criminal prosecution or to the DC Office of the Attorney General (OAG) civil penalties under DC Code § 38-312, including fines up to \$2,000 or imprisonment up to 90 days.
- I understand that this form and supporting documentation will be kept by the school. I agree that it can be shared with OSSE, external auditors, and other District agencies (e.g., OIG, OAG) for verification purposes.
- I authorize OSSE's Office of Enrollment and Residency and the DC Office of Tax and Revenue (OTR) to share and review my District tax filings for up to three (3) years to confirm residency.

Enrolling Person SIGN HERE: _____ DATE: _____

Step Four: Submit this completed form and applicable documentation to your school.

SCHOOL OFFICIAL USE ONLY The following method was used to verify District of Columbia residency. Choose ONE method.

I certify, under the penalties of perjury, that I have personally reviewed all the documents presented and affirm that the information represented above is true to the best of my knowledge, information and belief. I also affirm that all supporting documentation to this form will be retained by the school and made available to OSSE, external auditors, and other agencies, including but not limited, to the DC Office of the Inspector General and the DC Office of the Attorney General, upon request.

School Official Name (print): _____ Signature: _____ Date: _____

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|--|---|---|--|
| Method A: School official verified | Method B: Select one document | Method B: Select two documents | <input type="checkbox"/> Method C: Home visit |
| <input type="checkbox"/> OSSE Residency Verified (QLIK, ASPEN, or CBO Subsidy) | <input type="checkbox"/> Pay stub | <input type="checkbox"/> DC motor vehicle registration | |
| <input type="checkbox"/> Homeless liaison verified | <input type="checkbox"/> DC Gov. financial assistance | <input type="checkbox"/> DC driver's license/non-driver ID | |
| <input type="checkbox"/> Ward of DC | <input type="checkbox"/> Certified DC Tax Form-D40 | <input type="checkbox"/> Lease with proof of payment | <input type="checkbox"/> Non-resident |
| <input type="checkbox"/> Address Confidentiality Program (ACP) | <input type="checkbox"/> Military housing orders | <input type="checkbox"/> Utility bill with proof of payment | |
| | <input type="checkbox"/> Embassy letter | | |

Enrolling person, follow ONE of the methods (A-C) to verify your DC residency.

A	<p>Verify with a school official. If you are experiencing homelessness, a ward of the District and/or a participant of a District public benefits program, such as Medicaid, SNAP, or TANF—your school may already have your information. Check with your school official or the school’s homeless liaison.</p> <p>Verify through the Office of Tax and Revenue (OTR). Re-enrolling families/students are often able to verify residency using OTR residency verification process. The enrolling person must have paid taxes in DC during the previous fiscal year and have the student’s Social Security number. The student must be re-enrolling in the same local education agency and enrolling in grades K-12. Login to the system at ossedtax.com. If successful, your verification will then be available for your school to confirm.</p>	
	B	<p>Verify by submitting supporting documentation. All items must include the same name and address of the enrolling person as completed on the DC residency verification form and school-based enrollment documents.</p> <p>ONE item is needed from this list.</p> <ul style="list-style-type: none"> • A valid pay stub issued within 45 days of the school’s review of this form. Must contain withholding of only DC personal income tax for the current tax year and no other states listed for deduction, even if the amount is zero. It must also show a DC personal income tax withholding amount greater than zero for both the current tax year and current pay period. Sections related to federal and District taxes may not be redacted. • Unexpired official documentation of financial assistance from the Government of the District of Columbia, issued to the enrolling person within the past 12 months and current at the time presented to the school, including, but not limited to, Temporary Assistance for Needy Families (TANF), Medicaid, Supplemental Security Income, housing assistance or other programs. • Certified copy of Form D40 by the DC Office of Tax and Revenue (OTR), with evidence of payment of DC taxes for the current or most recent tax year and must bear the OTR stamp. • Military housing orders or statement on military letterhead, issued within the past 12 months and current at the time presented to the school. The housing order must be an official correspondence and cite the specific DC address of residence. The order must indicate that the enrolling person is currently residing and not an intent to reside. • Embassy letter issued within the past 12 months. Must contain an official embassy seal and signature of embassy official; and indicate that the enrolling person currently resides, or will reside, on embassy property in DC during the relevant school year.
C		<p>Verify through a home visit. If you are unable to verify through one of the above methods, speak with your school official about a home visit. The visit must occur inside the residence and demonstrate that the enrolling person and the student reside in the home.</p>

Enrolling as a non-resident student

Non-resident students are only eligible to attend a District public school if there are no eligible DC residents on the waitlist, the LEA agrees to enroll the student, there is a signed tuition agreement in place with the Office of the State Superintendent of Education, and an initial tuition payment has been made. To complete a tuition agreement and tuition payment, please email osse.residency@dc.gov. Non-residents are not eligible for enrollment through the District’s Pre-K Enhancement and Expansion Funding Program.

Persons eligible to enroll a student.

- **Parent** - a natural parent, stepparent, domestic partner, or parent by adoption who has custody or control of a student, including joint custody.
- **Guardian*** - an appointed legal guardian of a student by a court of competent jurisdiction. Supporting legal documents shall be provided.
- **Custodian*** - a person to whom physical custody has been granted by a court of competent jurisdiction. Supporting legal documents shall be provided.
- **Other Primary Caregiver** - is a person other than a parent or court-appointed custodian or guardian who is the primary provider of care or control and support to a student who resides with him or her, *and* whose parent, custodian, or guardian is unable to supply such care and support due to serious family hardship.
- **Adult Student** - A student who is 18 years of age or older, or who has been emancipated from parental control by marriage, operation of statute, or the order of a court of competent jurisdiction.
****Legal Guardian signing on behalf of an adult student**- this option should only be selected if an adult student is unable to sign for themselves due to incapacitation (physical or mental). All other adult students shall self-enroll.