



Home Visitation Consent & Verification Form – 2023-24 School Year

Use this form to consent to allowing a school official to verify District of Columbia residency by visiting your residence in-person. Complete one form per student enrolling in a DC public or public charter school.

Step One: Provide information about your family.

Student First Name:		Student Last Name:		DOB:	
Name of School in the 2023-24 School Year:					
Enrolling person (see page 2) > First Name:				Last Name:	
I am the: <input type="checkbox"/> student's legal parent/guardian/custodian		<input type="checkbox"/> student's Other Primary Caregiver and completed the OPC Form			
<input type="checkbox"/> adult student		<input type="checkbox"/> minor parent and completed the sworn statement			
Address of enrolling person:					
City:		State:	ZIP:		DC Resident: <input type="checkbox"/> Yes <input type="checkbox"/> No
Email:				Phone:	

Step Two: Consent to home visit by a school official.

I hereby consent for a school official to conduct an in-person home visit for the purpose of validating my DC residency. Personal information that may be collected in connection with this visit is to be retained in the official record of the student and will not be transferred or disclosed outside of the school, local education agency or state education agency, except where disclosure is required by law or is pursuant to the verification of my District residency. This information will be used for the purpose of validating District residency of the student's parent, guardian, or other primary caregiver, or of the adult student him/herself.

Signature of Person Enrolling Student: _____ Date: _____

SCHOOL OFFICIAL USE ONLY The following information was verified by conducting an in-person home visit by a school official.

Step 1	Date of <u>in-person</u> home visit (mm/dd/yyyy):	
Step 2	Name of people residing in the home:	Relationship to student:
Step 3	<p>Is there evidence that the enrolling person or Other Primary Caregiver resides at the residence? <u>If OPC, please document evidence that the student lives at the residence as well.</u></p> <p>Describe: _____</p> <p style="text-align: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
Step 4	<p>Check only one:</p> <p><input type="checkbox"/> I have confirmed District residency of the enrolling person by conducting a home visit.</p> <p><input type="checkbox"/> I have confirmed District residency of the enrolling person and student by conducting a home visit (OPC Only).</p> <p><input type="checkbox"/> I was <u>unable</u> to confirm District residency of the enrolling person by conducting a home visit.</p> <p><input type="checkbox"/> I was <u>unable</u> to confirm District residency of the enrolling person and student by conducting a home visit (OPC Only).</p>	
<p>I certify that I am the enrolling person who consented to an in-person home visit for the student named above. I attest that the information herein provided is true to the best of my knowledge based on the home visit I consented to.</p> <p>Enrolling Person Name (print): _____ Signature: _____ Date: _____</p>		
<p>I certify that I am the school official authorized by the above named school to conduct a home visit for the student named above. I attest that the information herein provided is true to the best of my knowledge based on the home visit I conducted.</p> <p>School Official Name (print): _____ Signature: _____ Date: _____</p>		

Guidance for School Official conducting home visit

	Reason for conducting home visit:	Items to confirm:
OR	Residency verification of parent, guardian, custodian	<input type="checkbox"/> Parent, guardian, custodian has custody of student <input type="checkbox"/> Parent, guardian, custodian resides at the residence
	Verification of Other Primary Caregiver (OPC)	<input type="checkbox"/> Evidence that the OPC resides at the residence <input type="checkbox"/> Evidence that the student resides at the residence

Possible items to look for when confirming residence

The following items *could* be used to confirm the person enrolling the student and/or the student resides at the residence. **This is not an exhaustive list.**

- Personal hygiene products/toiletries
- Personal effects such as clothing, shoes, or items normally worn or carried on the person
- Sleeping area
- Student’s school work
- Personal photos
- Mail