

Continuity of Residency Verification Procedures
September 27, 2023

Newly Implemented Strategies for maintaining continuity of residency verification

1) Tax Department

- a) Transfer reports of sold property
 - i) Home - Registrar will receive the list monthly and cross reference Powerschool. If a student's address appears on the report we will verify the new residence.
 - ii) Car De-Registrations - Working with the assessor to refine this process. Currently they do not capture data on deregistration reasons - but expansion is being pursued. If we have a suspicion regarding a student, we can inquire if the family vehicle is still registered.

2) Post Cards

- a) Post cards will be sent out First Class Mail at approximately \$900 a batch, these postcards will contain valuable school information (Notification of upcoming events, or other pertinent information) If the recipient is no longer at the address USPS will return the mail undeliverable. We will also contain a request to return the post card (postage paid) if a new resident received the postcard.

3) Collaboration with First Student

- a) Bus Driver's are provided with student lists for each stop.
- b) When a bus driver picks up a student that is not on their list, they let the Dispatcher know upon their return to the office and contact is made to the Registrar for follow-up.
- c) All Address changes received by the bus company are forwarded to the registrar for verification.
- d) Information regarding bus stops is exclusively shared via the parent portal, no requests for bus information (regarding additional stops) is provided.

Continued Strategies:

1) Lease / Host Verification

- a) All leases are marked in Powerschool with their expiration date - documentation of lease renewal needs to be supplied to continue enrollment
- b) Annually host agreements must be recertified

Reviewed But Not Recommended Mitigation Strategies At This Time:

1) "Re-Enrollment"

- a) A strategy was explored to target specific grades with additional yearly verification - on top of the yearly forms. This process would essentially equate to a re-enrollment process at fixed grade levels. After reviewing this strategy, and discussing it with neighboring districts, it was found to be labor intensive and not net abundant results. We believe implementation of the above strategies are more targeted, less abrasive to our families, and a better return on investment of labor for the district.