

## Continuity of Residency Verification Procedures

### Newly Implemented Strategies for maintaining continuity of residency verification

#### 1) Tax Department

- a) Transfer reports of properties sold
  - 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 Deregistrations - 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) Postcards

- a) Postcards will be sent out First-Class Mail at approximately \$900 a batch, and these postcards will contain valuable school information, e.g. 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 postcard (postage paid) if a new resident received the postcard.

#### 3) Collaboration with First Student

- a) Bus Drivers 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) are provided.

#### 4) Post Office Collaboration

- a) Working with the local post office to confirm change of address for incoming students - validating these CoA are not revoked after 30 days.
- b) Emphasized the importance of re-delivery of returned mail to the schools.

#### 5) Registrar of Voters

- a) Receive the voter registration/deregistration from the RoV to cross reference with our other methods.

## **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) Host agreements must be recertified annually.
- c) Leases and host affidavits must be notarized, and potential penalties are described.