

**TO: School Superintendents, Directors, Principals, Finance Staff and Data and Information Technology Personnel**

**FROM: Indiana Department of Education**

**RE: Verification of Residency for Membership**

**DATE: August 27, 2020**

This memo provides written guidance from the Indiana Department of Education (IDOE) for verification of Indiana residency as it relates to reporting a student for membership. The memorandum is applicable to all school corporations and charter schools. Before reporting any student for membership, the following items must be considered by each school corporation and charter school.

### **Expectations for Student Residency Verification**

- School corporations and charter schools must maintain proof of Indiana residency for each student in the student's electronic or hard copy file.
- Proof of residency must be filed for each student for whom the school corporation or charter school counts for membership.
  - For a student enrolling from one year to the next at the same school corporation or charter school, a parent/guardian must confirm re-enrollment of the student either in-person or through an online registration process. If a school brings forward enrollment from the prior year, students cannot be reported for Membership (ME, MA, MV) without verification of consistent attendance prior to the ADM count day.
  - As part of the registration process (either in-person or online), schools must share the residency information the school currently has on file for each student. The parent/guardian must certify on a school designed form that the student's address is either unchanged or changed. If changed, the new address should be updated and the parent/guardian should be required to provide physical proof of the address change.
  - A parent/guardian does not have to refile proof of residency each year for a student unless the address changes.
- Proof of residency must be on hand for each student prior to the student being claimed on the fall and/or spring membership count dates.
- If a student enrolls in a different school corporation or charter school during the school year, proof of Indiana residency must be filed with the new school corporation or charter school.
- If a student has a change of address from one school year to another, the prior residency documents should be maintained in the student's file. For audit purposes a school should be able to produce a physical or scanned copy of residency proof for current and prior residency of each student.
- Each school corporation's governing body or charter school board must annually adopt or readopt a policy that specifies documentation, not to exceed three items, required to verify Indiana residency.
- Documentation may include such items as a current utility bill, telephone bill, tax return, bank statement, mortgage statement, rental/lease agreement, medical bill or other like information that provides a verifiable address. Documentation should be dated within 60 days of student enrollment and the date should be clearly identified and readable on the copy on file for the student.

### **Other Types of Proof of Residency**

IDOE recognizes that some students may not have required residency documents due to McKinney-Vento status, Third Party Custodial status, Foster Care status, etc. Below is guidance on each situation and documentation that must be maintained.

#### **McKinney-Vento (Homeless)**

- Completed IN Education for Homeless Children & Youth (INEHCY) McKinney-Vento Homeless Education Program Housing Questionnaire.

#### **Third Party Custodial**

- Maintain residency documents of the custodial guardian the student is residing with as proof of Indiana residency.

#### **Placement of a student by DCS, FSSA, Courts, etc.**

- Maintain residency documents from the custodial guardian, foster family, etc. the student is residing with for proof of Indiana residency.
- Documentation could include court order, placement letter or other information on the appropriate state or county letterhead.

### **Exceptions to Indiana Residency Requirements**

#### **Foreign Exchange student**

- Maintain residency documents of the host family the student is residing with for proof of Indiana residency.
- Foreign exchange students who are residing in, enrolled and attending the school corporation or charter school excluding foreign students enrolled and attending with an F1 Visa.

#### **Student of an active Military family member**

- Official military order of deployment or pending transfer supported in writing on official letterhead from the appropriate military branch.
- The address may include a temporary on-base leased home or apartment, purchased or leased home or apartment or federal government housing or off-base military housing.