



Electronic Residence Verification

Updated February 6, 2020



Big Picture

- » Confirm annual RV for approx. 80-90% of IUSD families using electronic database of public records.
- » RV date will be updated
- » Site staff follow up needed for approx 10-20% of families



36,000

Students enrolled

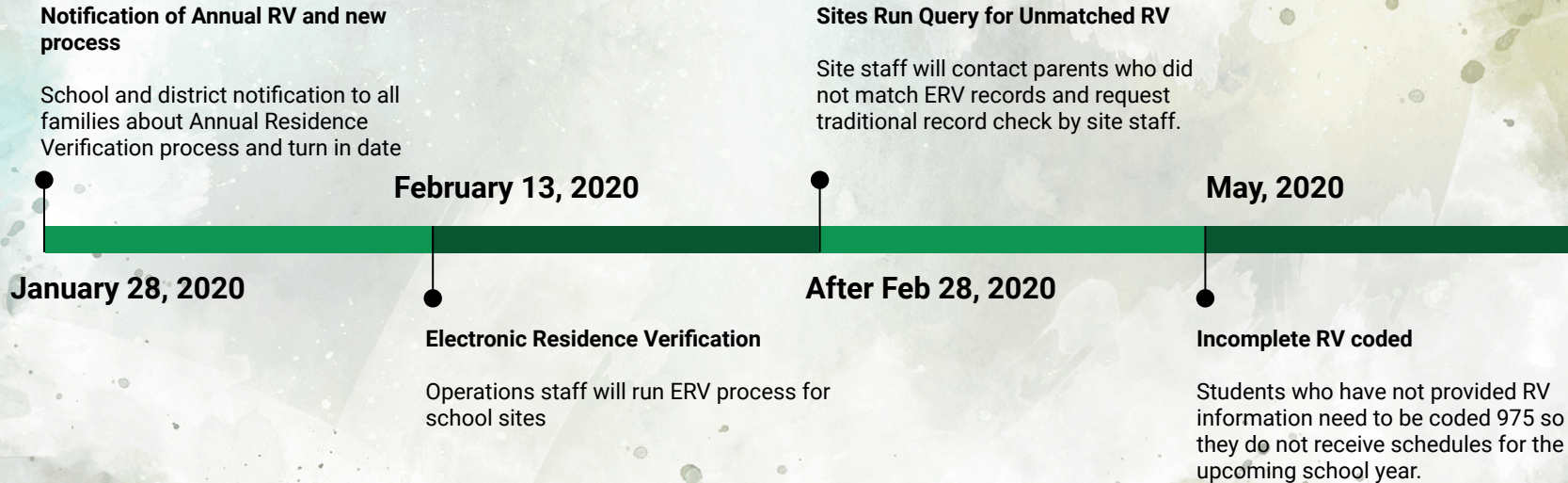
28,800-32,400

May be confirmed electronically

80-90% +

Success Rate

Anticipated Timeline






ERV Messages for Families

- » District Message went out January 28, 2020
- » Information about ERV on District Social Media
- » Student Services providing template letters and messages to support sites
 - Message template for families + attachments
 - ERV complete
 - ERV Not complete; standard review
 - Messages for site websites
 - Thoughts and ideas are welcome
- » Notification Messages for site newsletters, listservs

IUSD Social Media



IUSD Social Media

**IRVINE UNIFIED
SCHOOL DISTRICT**

TRANSLATETEXT SIZE A 15PX ASTAFF INTRANETPARENT PORTAL

What can we help you find?

ABOUTSTUDENTS & PARENTSSCHOOLSCALENDARS A-Z INDEXNEWS ENROLL JOBS

FEATURED NEWS

Superintendent's Message


District Calendars

IUSD SPOTLIGHT

Events

**RESIDENCY
VERIFICATION JUST GOT
EASIER!**

IUSD is happy to share that we have updated our District annual residency verification process.



READ MORE

VIEW ALL NEWS

IUSD BOARD OF EDUCATION
Click Here for Meeting Agendas

MEASURE E
General Measure E Information

SPEAK UP, WE CARE
Mental Health and Wellness Resources

LCAP / LCFF
Click to read about our LCAP / LCFF



What does ERV look
like?

UPDATED 2/7/2020



Two Methods




1. Electronic RV (80–90%)

2. Standard Manual Review (10–20%)

ERV Report Example

Student ID	P1 Name	Address	Match
1828939	Minnie Mouse	28398 Ivy Glen, Irvine, CA	Match
2837498	Daffy Duck	231 Barranca Pkwy, Irvine, CA	Match
3847854	Sea Breeze	35848 Santa Lane, Irvine, CA	Match
3829839	Wanda Waters	38298 Notice Way, Irvine, CA	No Match
3764738	Thomas Jones	111 Disney Street, Irvine, CA	No Match
58475849	Penny Pierce	3948 Breakstone Way, Irvine	Match
4736726	Logan Runner	812 Oliver Twist Way, Irvine, CA	No Match
2738478	Jane Jones	1 Tesla Way, Irvine, CA	Match

Where Will School Site See the Information?

Residence and Mailing Address 				Residence Address Status		
Change Address		5050 barranca Irvine, CA 92604		Address Verified ▪ Address Not Found.		
Grid Code	ResSchl	IntDist	TransDist	IntDist Exp Dt	SchlChoice	Name Addr Ver
D1210	Stone Creek Elementary (152)	<u>Blank = No</u>			No	3/25/2019
Parent/Guardian		Telephone	Extn	Student Contact Info		
Name:	<u>Misty Breeze</u>	Primary:	(555) 555-5555	Student's Email: seabreeze@test.com		
Ed Lvl:	<u>Declined to state/Unknown (6)</u>	Father's Work:		Student's Mobile:		
Email:	jasonmiles@iusd.org	Mother's Work:				

A watercolor illustration of a mountain landscape. In the foreground, a small, calm lake reflects the surrounding greenery. A path leads from the lake towards a mountain range in the background. The mountains are depicted with various shades of blue, green, and grey, suggesting different elevations and vegetation. The overall style is soft and artistic, with visible brushstrokes and a blended color palette.

Electronic Residence Verification

- District staff runs ERV
- District Staff updates NameAddVer Aeries field
- Site staff run query statement for Matches
- Site Staff send letter notifying parent their residence has been confirmed and there is nothing further to do for the 19-20 school year

A watercolor illustration of a mountain landscape. In the foreground, a small, calm lake reflects the surrounding scenery. A path leads from the lake towards the mountains. The mountains are depicted with various shades of blue, green, and grey, suggesting different elevations and vegetation. The sky is a mix of white and light blue, with soft, wispy clouds. The overall style is artistic and painterly.

Standard Residence Verification

- District Staff updates NameAddVer Aeries field
- Site staff run query statement for NO MATCH
- Site Staff send letter notifying parent to submit two proofs of residence before the end of the 19-20 school year



The new Annual Electronic Residence Verification (ERV) process Timeline

January 28th	District message goes out to all families.
February 3rd	School sites share RV information on their message platforms (Newsletter, social media, website, etc.).
February 13th	Operations staff will run Batch report on all student addresses that have not been updated by February 12th.
By February 28	<ol style="list-style-type: none">1. Operations will mass code all site MATCH data.2. Operations staff will share Query statements to site staff to run Reports to send notices to both ERV and standard review parents.
March 1st	Site staff will follow up with families who need to provide standard RV documentation and update Aeries RV field when completed.
EOY	Site staff should code 975 for students who have not provided updated residence verification by the last day of school.



Step 1 Stu Svcs	<input checked="" type="checkbox"/> Set district date for Electronic Residence Verification
Step 2 School Site	<ul style="list-style-type: none">• School sites send out annual notification to families about RV process• Share Residence Verification information in newsletters, school messages
Step 3 IT/Operations	<ul style="list-style-type: none">• IT/Operations runs electronic residence verification for district on date collaboratively determined by StuSvcs, Sites, and Operations. *February 13, 2020• Operations staff updates the Residence Verification Date in Aeries User Field (NameAddVer). * By February 28, 2020
Step 4 School Site	<ul style="list-style-type: none">• Site staff run Query to determine families who have not had residence verified• Site staff send two different letters<ul style="list-style-type: none">○ Families who have had ERV verified○ Families who have <u>not</u> had ERV verified and must go through standard residence verification process
Step 5 School Site	<ul style="list-style-type: none">• Site staff will share deadline date to return documents for parents going through standard residence verification process<ul style="list-style-type: none">○ Two proofs of residency
Step 7 School Sites	<input checked="" type="checkbox"/> Code 975 for students who have not provided updated Residence Verification standard process



New Residence Verification Affidavit

- » The Residence Affidavit will now be added to the data confirmation (Re-registration process)
- » ALL parents will turn in at the beginning of each school year
- » Will be added in the authorization section of data confirmation
- » Please do NOT modify this form.



What about new enrollments?

Site staff need to do traditional enrollment process for new families

- Two proofs of residency
- Residence Affidavit will be completed for the CURRENT SCHOOL YEAR (19-20)
- Immunization
- Student proof of age



Questions?