



## FAQ RESIDENCY VERIFICATION

**1) Q. What is required of all new enrollees?**

A. See IUSD district website for enrollment information: <https://iusd.org/about/iusd-enrollment/required-documents>

**2) Q. What is required of continuing students?**

A. See IUSD district website for enrollment information: <https://iusd.org/about/iusd-enrollment/required-documents>

**3) Q. When do letters go home regarding the annual residency verification process?**

A. The Office of Student Services sends out district-wide messaging to all enrolled IUSD students in February with residency verification to be turned in during the spring. Sites set individual deadline dates.

**4) Q. What do we do with the two proofs of residency and the affidavit once it is returned and completed?**

A. Keep residency documents in one location and keep one year back for reference.

**5) Q. When do all current students need to have the affidavit and two proofs of residency completed?**

A. Sites decide a return date for their school. In general, residency must be turned in by the end of the school year.

**6) Q. What do I do if it is not returned?**

A. School sites may send a second reminder letter late spring. If not returned by the last day of school, the student is dropped and not enrolled for the next school year.

**7) Q. How do I track this in Aeries?**

A. Update address verification in Aeries once it is completed.

**8) Q. How do I keep track of students that have returned the affidavit?**

A. Utilize the school's practice for tracking students.

**9) Q. Does the parent need to return the paperwork in person?**

A. No. It can be returned via the student to the teacher or front office.

**10) Q. What if a student will be attending a different school in Irvine next year? Where do they return the affidavit and two proofs of residency?**

A. They return all paperwork to their current school location. The current school will update the cum folder and Aeries prior to transferring the student to the new school.

**11) Q. What if a family is renting? Which forms do they complete? What happens if the parent's utilities are being paid by the primary owner? What proof of residency do we request?**

A. See IUSD district website for enrollment information: <https://iusd.org/about/iusd-enrollment/required-documents>

**12) Q. Students on an Interdistrict transfer– How do they fill this out?**

A. Sites should run a query of site level interdistrict students. Those students need to re-apply for interdistrict status through Student Services. They will only be accepted if there is room for them to continue in their current program/school for the next school year. Interdistricts transfers must be approved each year and are approved on space availability.

**13) Q. What about Interdistrict transfers for students of IUSD employees?**

A. At this time, IUSD employee interdistrict transfers will continue based on space and/or program availability. They must be released from their home district and be approved through the Office of Student Services.

**14) Q. What if there is a student who resides outside the district but never applied for an Interdistrict?**

A. They must apply for an Interdistrict transfer and be approved by the Office of Student Services in conjunction with the school site. Approval will be based on space and availability of the school or program.

**15) Q. What do I do when a student is homeless?**

A. McKinney-Vento legislation requires us to continue enrollment for our homeless students even if they do not have the required documentation. Please have parents complete the IUSD McKinney-Vento Assistance Act Confidential Form and tag the student as "Homeless" in Aeries under the Programs screen. Both the Confidential Form and the instructions for tagging a student as "homeless" in Aeries are available on the Intranet.

**16) Q. What if a student doesn't reside with an Irvine parent Monday- Friday? Is he/she allowed to stay in IUSD at their current school?**

A. The parent needs to complete the affidavit and provide supporting documentation. The intent is to keep all students that legally reside in the IUSD attendance area at our schools. For difficult and unique cases, please contact the Office of Student Services for assistance. We want to be equitable and consistent. In the case where siblings attend more than one school, we want messaging to remain consistent regarding continued enrollment.

**17) Q. What if there are multiple students attending school in IUSD? Does the family need to provide the forms and affidavit for each child?**

A. There should be one affidavit for each family at each school each year. Example: 1st and 3rd grader at Greentree = 1 affidavit for Greentree; 1st grader at Greentree and 7th grader at Venado = 1 affidavit for Greentree and 1 affidavit for Venado.

**18) Q. Will the Residency Verification form and affidavit be required annually?**

A. Yes. Residency Verification takes place in the spring.

**19) Q. Can copies of accepted proofs of residency be submitted or do the 2 proofs need to be original forms?**

A. Original copies are preferred but copies are acceptable for currently enrolled students. For all students new to the district original copies must be provided to the office staff.

**20) Q. What if a student is thinking about APAAS or transferring to another school in IUSD for the next school year?**

A. The student should verify residency at their current school prior to the transfer.