

# DISTRICT OF COLUMBIA OFFICE OF THE INSPECTOR GENERAL

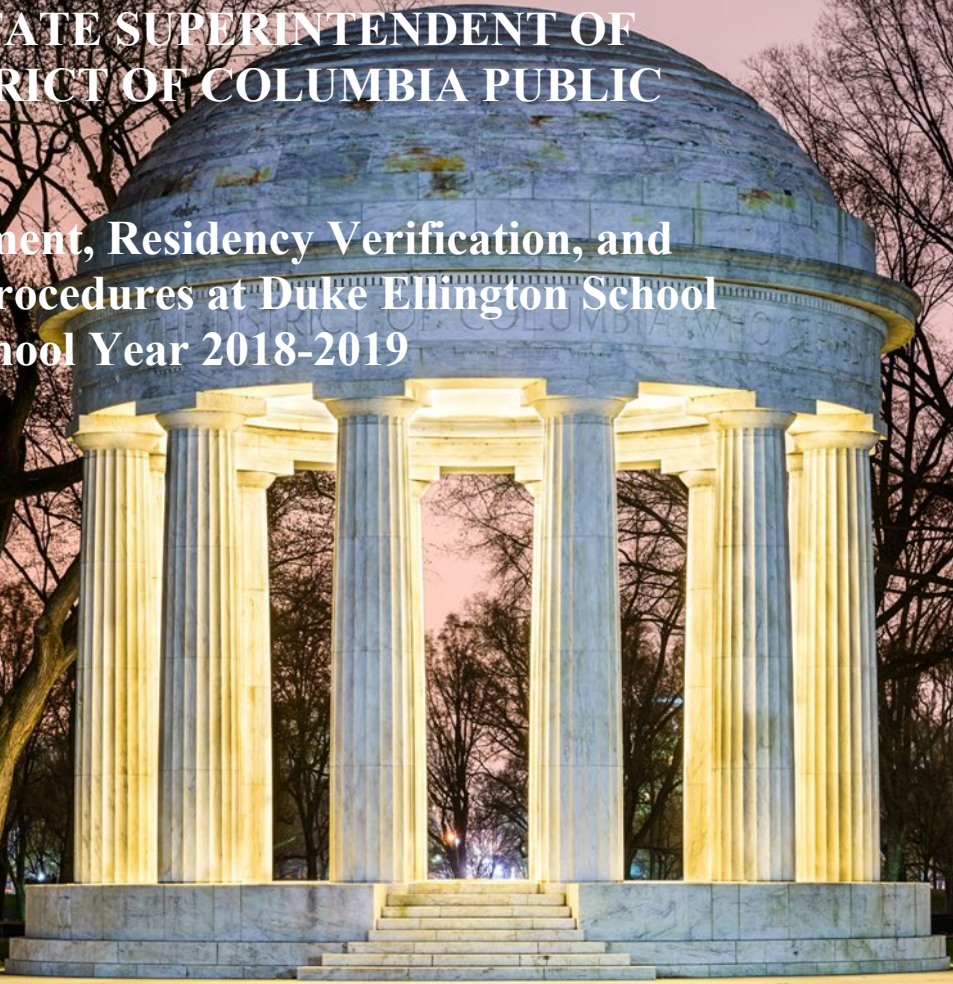
OIG Project No. 19-I-06GD

September 2019



## OFFICE OF THE STATE SUPERINTENDENT OF EDUCATION, DISTRICT OF COLUMBIA PUBLIC SCHOOLS:

Evaluation of Enrollment, Residency Verification, and  
Tuition Agreement Procedures at Duke Ellington School  
of the Arts for the School Year 2018-2019



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# GOVERNMENT OF THE DISTRICT OF COLUMBIA

Office of the Inspector General



Inspector General

September 30, 2019

Hanseul Kang  
State Superintendent of Education  
Office of the State Superintendent of Education  
1050 First Street, N.E.  
Washington, D.C. 20002

Lewis D. Ferebee  
Chancellor  
District of Columbia Public Schools  
1200 First Street, N.E.  
Washington, D.C. 20002

Dear State Superintendent Kang and Chancellor Ferebee:

Enclosed is our final report entitled: *Evaluation of Enrollment, Residency Verification, and Tuition Agreement Procedures at Duke Ellington School of the Arts for the School Year 2018-2019* (OIG Project No. 19-I-06GD). The objectives of this evaluation were to assess: (1) the residency verification process to determine if there are sufficient internal controls to prevent incorrect student residency classification; and (2) the tuition agreement and payment process for non-residency students. The scope of this evaluation was limited to the Duke Ellington School of the Arts (Duke Ellington) and covered School Year (SY) 2018-2019. OIG evaluations are conducted under the Quality Standards for Inspection and Evaluation promulgated by the Council of the Inspectors General on Integrity and Efficiency.

The OIG sent a draft report for comment on September 12, 2019. DCPS' and OSSE's responses, dated September 27, 2019, and September 30, 2019, respectively, are quoted in the final report and presented in their entirety in Appendix E. If you have questions about this report, please contact me or Edward Farley, Assistant Inspector General for Inspections and Evaluations, at (202) 727-2540. The OIG will follow up on the implementation status of each recommendation next fiscal year.

Sincerely,

  
Daniel W. Lucas  
Inspector General

DWL/ef

cc: See Distribution List

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### Why the OIG Did This Evaluation

This was an emergent project initiated at the request of OSSE; therefore, the project was not identified in the OIG's *Fiscal Year 2019 Audit and Inspection Plan*.

The objectives of the evaluation were to assess: (1) the residency verification process to determine if there were sufficient internal controls to prevent incorrect student residency classification; and (2) the tuition agreement and payment process for non-resident students. The scope of this evaluation was limited to Duke Ellington School of the Arts (Duke Ellington) and covered School Year (SY) 2018-2019.

### What the OIG Recommends

This report presents five recommendations to OSSE, DCPS, and Duke Ellington to address issues identified through our evaluation. These recommendations are intended to improve compliance with District laws and regulations related to the prioritization of District resident students over non-resident students for the purposes of admission to a District public school, and with U.S. Government Accountability Office (GAO) standards for an effective internal control system.

## OFFICE OF THE STATE SUPERINTENDENT OF EDUCATION, DISTRICT OF COLUMBIA PUBLIC SCHOOLS:

### Evaluation of Enrollment, Residency Verification, and Tuition Agreement Procedures at Duke Ellington School of the Arts for the School Year 2018-2019

### What the OIG Found

The Office of the Inspector General (OIG) Inspections & Evaluations Unit (I&E) evaluated the student residency verification and tuition agreement and payment processes at Duke Ellington School of the Arts (Duke Ellington) during School Year (SY) 2018-2019. This evaluation involved two District agencies: the Office of the State Superintendent of Education (OSSE) and the District of Columbia Public Schools (DCPS). OSSE, DCPS, and Duke Ellington are all involved with verifying the sufficiency of residency documentation; OSSE is the only agency responsible for collecting tuition.

During fieldwork, the OIG noted significant changes and improvements to the student residency verification and tuition agreement and payment processes during SY 2018-2019, as compared to prior SYs. These changes and improvements included: 1) execution of a new Memorandum of Agreement (MOA) between DCPS and Duke Ellington's managing body, the Duke Ellington School of the Arts Project (DESAP); 2) a commitment from DCPS and Duke Ellington to have an independent auditor conduct an in-depth review of Duke Ellington, DESAP, and its Board of Directors (BOD); and 3) OSSE's development of a new online tuition management system.

The OIG also identified several areas for improvement in the student residency verification and tuition agreement and payment processes, which include: 1) Duke Ellington's lack of clear admissions policies and/or procedures implementing 5A District of Columbia Municipal Regulations (DCMR) § 5001.2, which requires prioritizing District resident students over non-residents seeking admission to a District public school; and 2) enrollment of non-resident students with incomplete and/or unapproved Tuition Agreements.

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## BACKGROUND

A student is entitled to attend a District public school for free if documentation is provided proving his or her parent,<sup>1</sup> custodian,<sup>2</sup> guardian,<sup>3</sup> or other primary caregiver<sup>4</sup> is a District resident.<sup>5</sup> D.C. Code sets forth the types of documentation accepted to support District residency claims,<sup>6</sup> and the Office of the State Superintendent of Education (OSSE) establishes the “rules and procedures to carry out residency verification as it deems appropriate and as are consistent with [the D.C. Code].”<sup>7</sup> Students of non-residents are also eligible to attend District public schools, but only if they pay non-resident tuition to support the school’s expenses related to their matriculation.<sup>8</sup>

The District of Columbia Public Schools (DCPS) is a Local Education Agency (LEA)<sup>9</sup> and serves as a liaison between OSSE and individual public schools in the District. Funding for District public schools is regulated on a per-District-resident-student basis;<sup>10</sup> therefore, D.C. Code § 38-1804.02 requires an Annual Enrollment Audit to verify the number of resident and non-resident students enrolled in District public schools. OSSE procures an independent audit firm to conduct the Annual Enrollment Audit.

Duke Ellington School of the Arts (Duke Ellington) is a District public high school, under the authority of DCPS, and is also one of eight *selective* high schools and programs in the city.<sup>11</sup> Named in honor of a District native, Duke Ellington aims to nurture students “who might not otherwise have an opportunity to develop their artistic skills.”<sup>12</sup> Duke Ellington has a unique

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<sup>1</sup> The term “parent” is defined as “a natural parent, stepparent, or parent by adoption who has custody or control of a student, including joint custody.” D.C. Code § 38-301(11).

<sup>2</sup> The term “custodian” is defined as “a person to whom physical custody has been granted by a court of competent jurisdiction.” *Id.* § 38-301(6).

<sup>3</sup> The term “guardian” is defined as “a person who has been appointed legal guardian of a student by a court of competent jurisdiction.” *Id.* § 38-301(8).

<sup>4</sup> The term “other primary caregiver” is defined as “a person other than a parent or court appointed custodian or guardian who is the primary provider of care and support to a child who resides with him or her, and whose parent, custodian, or guardian is unable to supply such care and support and who submits evidence, pursuant to § 38-310 and procedures established pursuant to § 38-311, that he or she is the primary caregiver of the student.” *Id.* § 38-301(10).

<sup>5</sup> *See id.* §§ 38-306 – 307.

<sup>6</sup> *See id.* §§ 38-309 – 310.

<sup>7</sup> *Id.* § 38-308; *see also id.* § 38-2602(b)(3).

<sup>8</sup> *See id.* §§ 38-302(a)-(b).

<sup>9</sup> LEA is “an educational institution at the local level that exists primarily to operate a publicly funded school or schools in the District of Columbia, including the District of Columbia Public Schools and a District of Columbia public charter school.” *Id.* § 38-2601.02(3).

<sup>10</sup> Funding is based on enrollment numbers to ensure that every District public school is funded at a fair and structured level as determined by the Uniform Per Student Funding Formula. These funds are allocated from the District’s General Fund. *See id.* § 38-2901(8); *see also id.* § 38-1804.01.

<sup>11</sup> As explained on the My School DC. website, “DCPS selective high schools and programs are citywide options with no boundaries [...] that admit students based on specific admissions requirements and selection criteria.” <https://www.myschooldc.org/how-apply/applying-high-school> (last visited May 22, 2019).

<sup>12</sup> *See* Duke Ellington School of the Arts website, available at <http://www.ellingtonschool.org/about/history-mission/> (last visited May 21, 2019).



structure in that it is funded by both the District government and the Ellington Fund.<sup>13</sup> Multiple entities provide oversight: DCPS; OSSE; Duke Ellington's Board of Directors (BOD); and the Duke Ellington School of the Arts Project (DESAP). DCPS and DESAP executed a Memorandum of Agreement (MOA) governing Duke Ellington's relationship with the District in September 2000, and recently entered into a new agreement in January 2019, which is discussed later in this report.

OSSE's Annual Enrollment Audit for School Year (SY) 2017-2018 initially uncovered student records at Duke Ellington that did not contain documentation required to support District residency.<sup>14</sup> In response to potential recordkeeping and residency verification non-compliance, OSSE investigated the enrollment files for all 570 students who were enrolled at Duke Ellington. At the conclusion of the investigation, OSSE published its findings entitled, *Report on Residency Investigation at Duke Ellington School of the Arts*, in May 2018. The report stated a high number of student records lacked sufficient documentation to prove residency.<sup>15</sup> It also noted OSSE would issue DCPS a Corrective Action Plan to improve compliance with residency requirements.<sup>16</sup>

On May 11, 2018, OSSE requested the OIG's assistance with evaluating residency compliance at Duke Ellington. In response, the OIG conducted this evaluation and assessed the sufficiency of internal controls within the residency verification process and the tuition agreement and payment process.

## **Overview of Student Residency Verification Process for SY 2018-2019**

The steps OSSE, DCPS, and Duke Ellington took to verify the sufficiency of residency documentation are outlined in Figure 1 on the following page.

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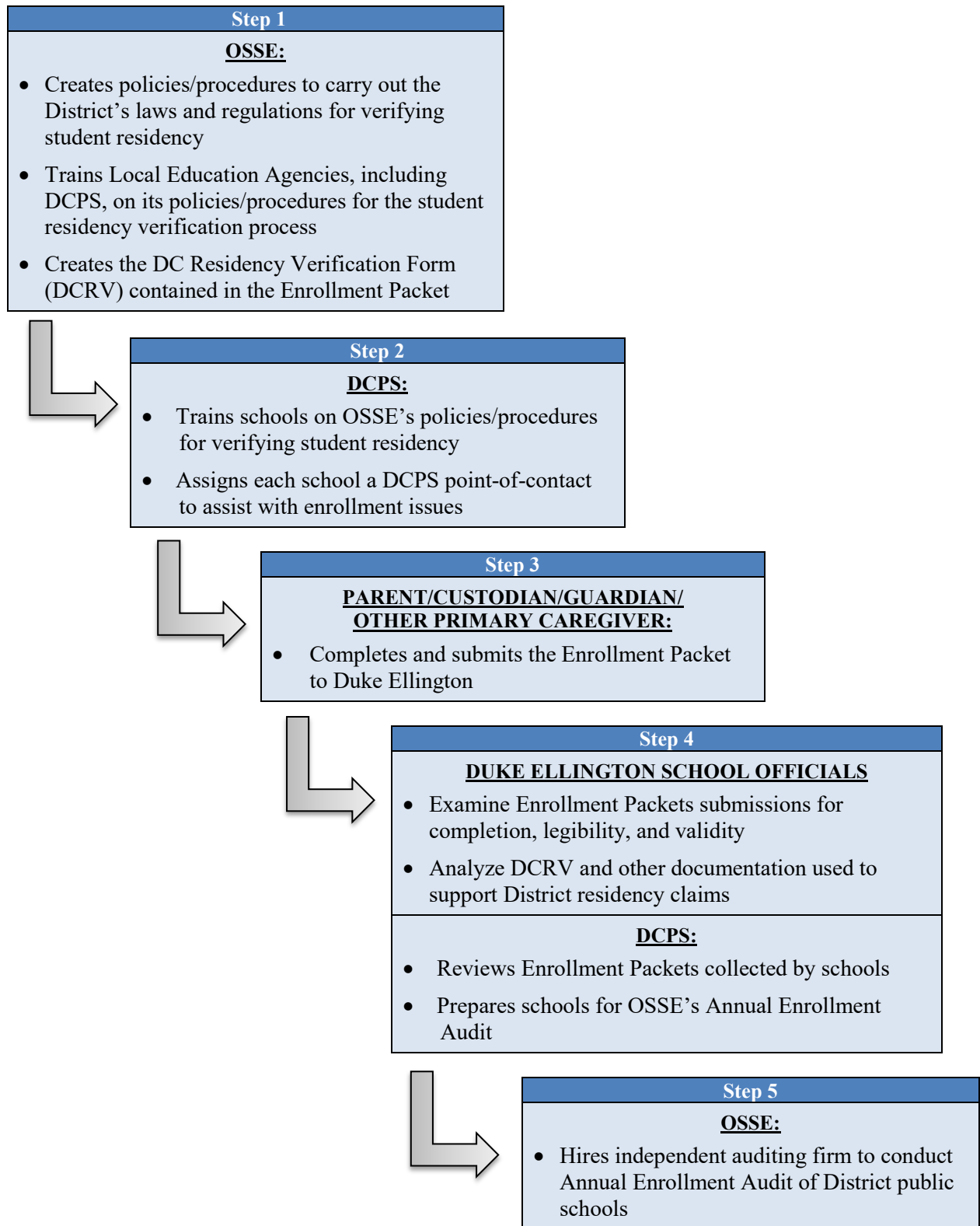
<sup>13</sup> The Ellington Fund is a "501(c)(3) organization established in 1979 to serve as the charitable arm of [Duke Ellington]" by supporting "several programs and activities at [Duke Ellington] that are not funded by [DCPS]" and acquiring "funding from individual donors, organizations, and corporations to provide the finances necessary to bridge the funding gap to support its diverse arts programs." <http://www.ellingtonschool.org/profiles/the-ellington-fund-2/> (last visited May 7, 2019).

<sup>14</sup> For the purposes of establishing student residency, a bona fide resident of the District must: 1) establish a physical presence in the District; and 2) submit valid and proper documentation in accordance with 5A DCMR §§ 5004.2 or 5004.3. See 5A DCMR § 5001.5. See also D.C. Code § 38-308(a), stating residency must be established by "October 5, or within 10 days of the time of initial enrollment, whichever occurs later, within the school year for which the student is being enrolled."

<sup>15</sup> See REPORT ON RESIDENCY INVESTIGATION AT DUKE ELLINGTON SCHOOL OF THE ARTS (May 2018). OSSE later published an update on its investigation into Duke Ellington in November 2018. This updated report indicated that of the 220 student cases that warranted further action, 175 cases were now closed, 44 remained opened; and 1 was removed from the total count (and the school) because the student was determined to be a non-resident before the investigation began. See INTERIM UPDATE ON DUKE ELLINGTON INVESTIGATION (Nov. 2018).

<sup>16</sup> On June 15, 2018, DCPS submitted to OSSE its Corrective Action Plan listing four steps it planned to take to increase oversight and monitoring of enrollment practices at Duke Ellington.

**Figure 1: Student Residency Verification Process for SY 2018-2019<sup>17</sup>**



<sup>17</sup> Source: OIG analysis of agency policies and procedures, official forms, and interviews with relevant OSSE, DCPS, and Duke Ellington employees, 2019.

The student residency verification process requires the collaborative efforts of DCPS and school officials. School officials bear the initial and primary responsibility for collecting, analyzing, and verifying the sufficiency of student residency documentation. This can be a complex, time-consuming process as there are various living arrangements and residency scenarios that may require more in-depth analysis. For example, District residency may be more challenging to prove or understand when a student primarily lives with relatives outside the District, although the student's divorced biological parents are residents of the District. School officials rely on DCPS to assist with analyzing and verifying the sufficiency of student residency documentation.

OSSE maintains a largely oversight role throughout the student residency verification process. OSSE provides training to DCPS on new or updated policies and procedures related to student residency. DCPS supports school officials by passing along information it receives from OSSE's trainings and working directly with school officials to resolve residency verification issues.

The student residency verification process concludes with OSSE contracting with an independent firm to audit student residency documentation and verify the number of resident and non-resident students at all District public schools, including Duke Ellington. The number of students verified as residents at a school determines how much funding the school receives for the following school year, and OSSE collects tuition from the non-resident student families.

### **Overview of the Tuition Agreement and Payment Process for SY 2018-2019**

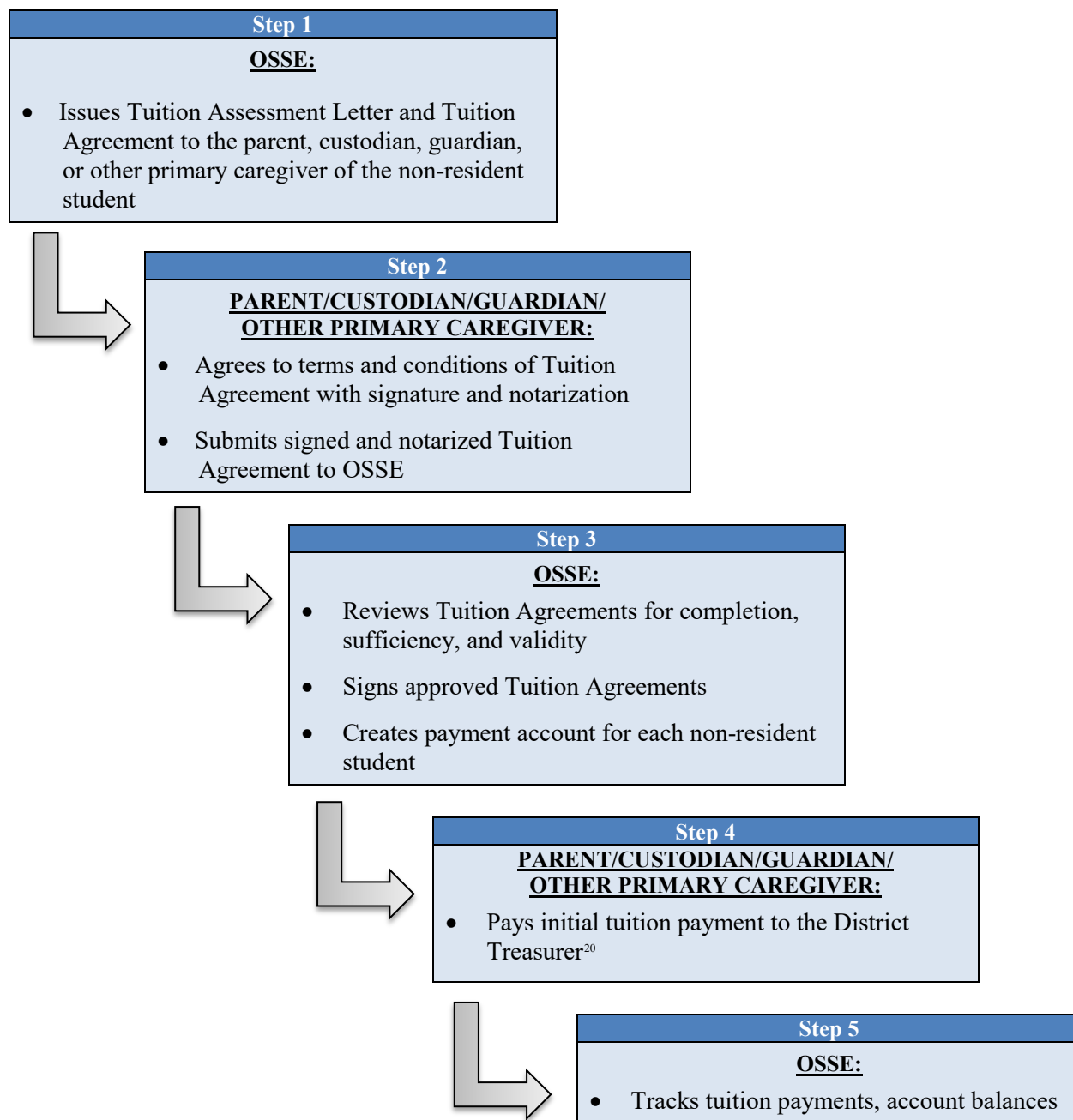
Unlike the student residency verification process, only OSSE manages the tuition collection process.<sup>18</sup> Students who self-identify as non-residents of the District are directed to contact OSSE to execute Tuition Agreements and make tuition payments. Figure 2 on the following page outlines the steps for paying tuition once OSSE is notified that a Duke Ellington student is a non-resident:

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<sup>18</sup> Although DCPS and school officials are not involved in this process, OSSE may refer potential non-resident cases to the District of Columbia Office of the Attorney General (OAG) to independently investigate and determine whether there is residency and/or tuition fraud. If fraud is found, the OAG may decide to file a lawsuit under the False Claims Act or other legal theories. See <https://oag.dc.gov/blog/understanding-non-resident-tuition-enforcement> (last visited May 14, 2019).



**Figure 2: Tuition Agreement and Payment Process for SY 2018-2019<sup>19</sup>**



Non-residents were eligible to enroll in District public schools under four conditions during SY 2018-2019: 1) the non-resident student received an offer of admission from the school; 2) the school’s waitlist did not contain any District residents; 3) the non-resident’s parent, custodian, guardian, or other primary caregiver submitted a signed, notarized Tuition Agreement; and 4) the

<sup>19</sup> Source: OIG analysis of agency policies and procedures, official forms, and interviews with relevant OSSE and DCPS employees, 2019.

<sup>20</sup> Non-resident tuition payments accrue to OSSE’s Residency Verification Fund, which “shall be used solely to fund enforcement activities concerning student residency and primary caregiver status verification.” D.C. Code § 38-312.02

endorser of the Tuition Agreement paid non-resident tuition at the rate set by the Uniform Per Student Funding Formula (UPSFF).<sup>21</sup>

By signing the Tuition Agreement, the endorser acknowledges the student referenced in the agreement resides outside the District and accepts responsibility for paying the required tuition. The endorser also acknowledges that a delinquent account (90 days or more) may subject the referenced student to exclusion from attending a District public school in the current and/or subsequent school years.<sup>22</sup>

OSSE reviewed the submitted Tuition Agreements for completion, sufficiency, and validity. To approve an agreement, an OSSE official was required to print and sign his/her name and date it. Lastly, OSSE must receive an initial payment toward tuition before the non-resident student is allowed to enroll in the District public school.<sup>23</sup>

## FINDINGS

For SY 2018-2019, OSSE, DCPS, and Duke Ellington collectively improved administration of the student residency verification and tuition agreement and payment processes compared to the issues raised in OSSE's Duke Ellington Report related to the SY 2017-2018. Despite these improvements, the OIG identified other areas where actions are needed to further strengthen processes. This report acknowledges the changes and improvements made by OSSE, DCPS, and Duke Ellington; discusses other areas of concern related to compliance with District laws and internal control standards; and provides five corresponding recommendations.

### **DCPS and Duke Ellington Improved Internal Controls Pertaining to Student Resident Verification Processes but there are Additional Opportunities for Improvement**

The OIG identified that DCPS and Duke Ellington implemented improvements to previous practices regarding the student residency verification process. These improvements are discussed in greater detail below:

**DCPS and DESAP executed an updated Memorandum of Agreement** – For nearly two decades, Duke Ellington's public-private partnership with the District was governed by an MOA dated September 5, 2000 (MOA 2000). Most of the document focused on funding terms, but the MOA did describe the general responsibilities of DESAP and the District. For example, the MOA granted DESAP the sole authority to recruit, hire, and remove a Head of School, but reserved approval rights to the State Superintendent. The MOA 2000 did not address student residency or tuition collection processes. On January 17, 2019, during the OIG's evaluation, DESAP and

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<sup>21</sup> The UPSFF is the formula used to determine and allocate funds from the District's General Fund to support public (and charter) schools in the District. See D.C. § 38-2901(8); see also D.C. § 38-1804.01.

<sup>22</sup> OSSE's Tuition Agreement also notes that failure to adhere to the terms and conditions may result in a referral of the case to the D.C. OAG.

<sup>23</sup> Tuition could be paid either in full or on a monthly or quarterly basis as determined by the endorser and selected on the Tuition Agreement.

DCPS executed a new MOA (MOA 2019), as part of an identified task on DCPS's Corrective Action Plan that was put in place prior to the start of this OIG evaluation. The MOA 2019 clarifies the relationship, roles, and responsibilities between DCPS and DESAP. It also includes new language focused on the student residency verification process. For example, Duke Ellington agreed to create an Enrollment Team of at least four individuals to verify residency. Ellington also agreed to participate in monthly mock audits to prepare for OSSE's Annual Enrollment Audit. In return, DCPS reserved the right to review and approve training materials distributed to Duke Ellington employees and agreed to train Duke Ellington employees on District laws, regulations, policies, and procedures for which the staff member has a role, responsibility, or obligation to implement or ensure compliance.

**DCPS and DESAP agreed to an independent review of Duke Ellington's operations** – The MOA 2019 also specifies that DCPS and DESAP agreed to an independent review of Duke Ellington's school operations and DESAP's managing body. In February 2019, Duke Ellington received a proposal from an independent accounting and consulting firm outlining a plan to “validate the School's adherence to operational policies, procedures, and compliance requirements.” More specifically, the proposal's scope of services addressed reviewing and assessing various operational areas, including but not limited to: organization management (e.g., articles of incorporation, bylaws, and Board adopted policies and resolutions); Duke Ellington's Employee Handbook; and its Student Handbook, “to gain an understanding of the policies in place, the operational and compliance requirements of each, and the documentation maintained by the School to support such policies.”<sup>24</sup> The proposal included an estimated date of completion, subject to approval, of June 30, 2019.

**Duke Ellington improved its maintenance and organization of student records** – OSSE policies require each school to organize residency verification forms alphabetically by last name into binders with supporting residency documentation immediately behind the DCRV. For SY 2018-2019, Duke Ellington stored a hard copy of each student's enrollment packet in a binder. Students who claimed District residency had an additional binder, which stored their DCRV and supporting documentation. All files were kept inside clear protection sheets, organized alphabetically by last name. As a result of these improved efforts to organize student records, Duke Ellington performed better than most other DCPS schools during OSSE's Annual Enrollment Audit for the SY 2018-2019, according to several interviewees at OSSE, DCPS, and Duke Ellington.

DCPS and Duke Ellington have improved the processes for verifying student residency and the system of internal control, including updating the nearly two-decade old agreement to better document responsibilities for verifying student residency, and agreeing to a management review

<sup>24</sup> With regard to its review of the Student Handbook, the firm stated “the existence of policies most notable to the engagement” would include processes for student selection and admission, and student residency verification. Other services addressed in the proposal included an assessment of Duke Ellington's fundraising practices and procurement process.



by an independent third-party. Duke Ellington's improved performance during OSSE's Annual Enrollment Audit for SY 2018-2019 is notable; however, the OIG has identified other weaknesses in its admissions and enrollment processes, which are discussed in detail below.

**Duke Ellington's admission policies/procedures did not implement the DCMR requirement that a resident student shall have priority over a non-resident student.**

Title 5A DCMR § 5001.2 states a "resident student shall have priority over a non-resident student seeking admission to a District public school," and as recognized by State Superintendent Hansuel Kang, "District of Columbia schools must be accessible first to District families."<sup>25</sup> Therefore, under OSSE policies, a non-resident student can only enroll in a District public school if the waitlist for the desired school is first cleared of District residents.<sup>26</sup>

For SY 2018-2019, Duke Ellington did not use a waitlist as part of its admission process.<sup>27</sup> As a selective high school, Duke Ellington offers admission to students based on specific requirements and selection criteria, including auditions and family interviews. Duke Ellington applicants are either offered admission or not – no applicants are waitlisted. Interviewees from Duke Ellington, DCPS, and OSSE noted that despite not using a waitlist, the number of non-resident students that Duke Ellington could accept was limited to a maximum of ten percent of its total student body. While such a restriction would cap the number of non-resident students at Duke Ellington (but not prioritize the admission of resident students over non-resident students), the OIG found nothing in writing to support interviewees' statements about the ten-percent restriction. Interviewees indicated the ten-percent restriction was contained in the MOA 2000,<sup>28</sup> but the OIG verified neither the MOA 2000 nor the MOA 2019 contained any language regarding a ten-percent cap on the enrollment of non-residents. The ten-percent restriction remains unconfirmed. OSSE's Enrollment Audit for SY 2018-2019 identified 545 students at Duke Ellington; 47 of the 545 students enrolled (8.6 percent) were tuition-paying non-resident students.

The OIG's other concern, in addition to prioritizing admission of District resident students, relates to maximizing the use of District resources to benefit resident students. Consider a scenario: If Duke Ellington has 100 open seats and 120 students are offered admission, but only 90 students accept the admission offer, 10 seats would need to be filled for the school to operate at capacity. Because Duke Ellington does not maintain a waitlist of qualified students, the process for ensuring Duke Ellington enrolls as many District resident students as capacity allows is not clear.<sup>29</sup>

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<sup>25</sup> <https://dc.gov/release/osse-uncovers-suspected-residency-fraud-review-school-enrollment-records> (last visited May 21, 2019).

<sup>26</sup> DCPS's Enrollment and Lottery Handbook for the SY 2018-2019 notes that "[w]aitlists reflect the order in which students would be enrolled at a school if seats become available."

<sup>27</sup> Interviewees indicated Duke Ellington has not used a waitlist during its admission process for several school years; however, the OIG's evaluation is limited to the SY 2018-2019.

<sup>28</sup> Article IV, Section 4.2.1 of the MOA 2000 states, "[n]onresident students may be admitted to DESA on a space-available basis and shall pay tuition to the DCPS to attend DESA at a rate established by the DCPS."

<sup>29</sup> The OIG's analysis is limited to residency considerations only and acknowledges that there are other factors that may cause Duke Ellington to operate under capacity (e.g., recruitment, student interest, general awareness).

Although Duke Ellington is a selective school that determines its own admissions requirements to uphold the quality of its arts program, the DCMR and OSSE policy require District public schools to prioritize District resident students over non-resident students for available seats. One possibility to ensure District resident students receive priority over non-resident students for available Duke Ellington seats is to afford District students preference points during Duke Ellington’s application process in a manner similar to the District government hiring process.

We recommend Duke Ellington; the Chancellor, DCPS; and the State Superintendent, OSSE:

1. Develop application and admissions policies for Duke Ellington that implement 5A DCMR § 5001.2 and aim to admit as many District resident students as capacity allows.

Agree     X<sup>30</sup>     Disagree                     

***OSSE’s September 2019 Response to Recommendation 1:***<sup>31</sup> *Application and admission policies are developed and administered by each LEA. OSSE will continue to provide guidance and technical assistance to all LEAs including DCPS in properly conducting residency verification processes as part of their enrollment procedure, which include application and admission.*

***DCPS’ September 2019 Response to Recommendation 1:*** *While regulations and application/admission policies are clear for schools that qualifying District residents should be prioritized first and foremost, there are opportunities for DCPS to be more explicit in its standard operating procedures and guidance documents to ensure that the expectation with the school and the public is clear. Currently, the school does not rank non-residents over qualifying District residents. DCPS is committed to working with the school to ensure transparency in how we determine eligibility for all applicants. DCPS commits to the following by March 2020:*

- *Development of detailed standard operating procedures for the admission process that include the creation and development of waitlists and ensure that qualifying District residents have priority over non-resident students.*
- *Development of public facing admissions rubrics on how eligibility decisions are made.*

**Language on the District of Columbia Residency Verification Form (DCRV) could be clarified.**

The DCRV is included in the Enrollment Packet that students receive upon being offered admission to a District public school. The student’s family must submit a completed DCRV. The DCRV requires the contact information, including physical District address, of the individual claiming to be the student’s parent, guardian, or other primary caregiver. The information provided on the DCRV, and the supporting documentation, form the basis for

<sup>30</sup> OSSE did not indicate “agree” or “disagree;” DCPS noted its agreement.

<sup>31</sup> OSSE’s and DCPS’ complete responses to the draft report are in Appendix E.

claiming District residency. The OIG analyzed the DCRV used during SY 2018-2019, attached as Appendix C, for potential areas of improvements and noted the following:

**The DCRV did not define key terms found in D.C. Code** – For the purposes of determining student residency, D.C. Code § 38-301 defines the terms: (1) parent; (2) custodian; (3) guardian; and (4) other primary caregiver. The DCRV did not provide D.C. Code definitions for any of these terms.<sup>32</sup>

**The DCRV did not state documentation was required to establish status as an “other primary caregiver”** – D.C. Code § 38-310(a) provides “[a] person seeking to enroll a student as an other primary caregiver shall provide documentation that establishes his or her status as an other primary caregiver in conjunction with documentation that establishes the caregiver’s residency status . . . .” The DCRV did not include this language.

**The DCRV was not required for all students – only those claiming District residency** – OSSE’s 2018-2019 Enrollment Audit and Child Count Handbook states, “all enrolling families and/or adult students are required to submit a DCRV Form 1 and the required supporting documentation.” However, students who self-identified as non-residents of the District were not required to submit DCRVs. Instead, it is *implied* that students whose records do not contain DCRVs are non-residents. The issue with this implication is that students who do not have DCRVs because they are non-residents cannot be distinguished without further inquiry (i.e., checking for active Tuition Agreements on record) from those who do not have DCRVs because they never submitted one. To maintain consistency within student records, the DCRV should be revised to include an option for students to indicate that they are self-identifying as “non-resident.”

The aforementioned items should be incorporated into the DCRV to increase the user’s general understanding of relevant District laws and regulations. The information provided on DCRV forms the basis for claiming District residency, false statements, misrepresentations, and/or omissions on these forms could subject the signor to serious penalties under D.C. Code § 38-312 for knowingly providing false information. Therefore, it is important the DCRV clearly cite definitions and other information from District laws and regulations related to residency to improve clarity of the DCRV’s terms, conditions, and potential penalties.

We recommend the State Superintendent, OSSE:

2. Revise the District of Columbia Residency Verification Form to include: 1) definitions for the terms “parent,” “guardian,” “custodian,” and “other primary caregiver,” as defined by D.C. Code § 38-301; 2) language requiring documentation to establish status as an “other primary caregiver,” as required by D.C. Code § 38-310(a); and 3) an option to indicate the student self-identifies as a non-resident.

Agree \_\_\_\_\_ X \_\_\_\_\_ Disagree \_\_\_\_\_

<sup>32</sup> Furthermore, the DCRV does not use the term “custodian” at all.



***OSSE’s September 2019 Response to Recommendation 2:*** *In fact, OSSE has already partially implemented this recommendation. The District of Columbia Residency Verification form (DCRV) is updated each year with new versions released in the month of March preceding the intended school year. Language requiring documentation to establish status as an other primary caregiver was one of many changes made to the 2019-20 school year DCRV (released in March 2019). OSSE engaged the The Lab @ DC to enhance the DCRV for better comprehension and user experience. Similarly, the other primary caregiver form also received extensive edits. Updates included additional guidance on the definition of another primary caregiver, a checklist for school officials to complete in order to confirm other primary caregiver status, and an enhanced layout for a better user experience. Both forms are attached in Appendix 1.*

*The next DCRV form will be released in March of 2020 for the 2020-21 school year and will contain the two other recommended changes:*

- 1. Definitions for parent, guardian, custodian, and other primary caregiver will be added to the DCRV form. The definitions used are those defined in 5-A DCMR § 5099; and*
- 2. An option to identify as a non-resident student.*

### **OSSE Developed an Online Application to help Manage the Tuition Payment Process; However, Other Internal Controls Could be Strengthened**

OSSE’s Enrollment and Residency Department (OER) worked with its Data Assessment & Research Department (DAR) to develop an online tuition management application that would serve as the centralized database for storing student records, including Tuition Agreements, and standardize the process of managing tuition payments. OSSE launched this application in April 2019; however, OSSE informed the OIG in July 2019 that it was still implementing additional enhancements. OSSE did not provide the OIG with an anticipated completion date for finalizing the additional enhancements but anticipates using the application for SY 2019- 2020. Despite OSSE developing a new application, our evaluation identified several weaknesses within current internal controls.

### **OSSE did not have documented policies, procedures, or written directives for verifying Tuition Agreements and managing tuition payments.**

According to Section OV4.08 of the U.S. Government Accountability Office (GAO) *Standards for Internal Control in the Federal Government* (known as the Green Book),<sup>33</sup> “[d]ocumentation is required for the effective design, implementation, and operating effectiveness of an entity’s internal control system.” Principle 3.10 of the Green Book explains that documentation “provides a means to retain organizational knowledge and mitigate the risk of having that knowledge limited to a few personnel, as well as a means to communicate that knowledge as

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<sup>33</sup> Per GAO: “The Green Book may be applied as a framework for an internal control system for state, local, and quasi-governmental entities, as well as for not-for-profit organizations.” U.S. GOV’T ACCOUNTABILITY OFFICE, GAO-14-704G, *supra* note 1, § OV4.10.

needed to external parties, such as external auditors.” Therefore, the Green Book requires management to develop and maintain documentation of responsibilities and internal controls of the organization that meets operational needs.<sup>34</sup>

For SY 2018-2019, OSSE did not have written standard operating procedures (SOPs) for reviewing and verifying Tuition Agreements, or collecting and tracking tuition payments. Furthermore, one employee was solely responsible for these duties. In the absence of written SOPs, the OSSE employee relied on his/her professional judgement, work experience, and institutional knowledge to manage Tuition Agreements and the tuition payment process. For example, the OSSE employee decided an Excel Spreadsheet was the best platform to manage tuition payments in the SY 2018-2019 because he or she used Excel Spreadsheets in the prior school years. The OSSE employee also completed tasks such as reviewing bank statements; accounting for payments received; calculating outstanding balances; and entering payment updates into the Excel Spreadsheet.

In response to a separate OIG audit published in April 2018, OSSE anticipated it would finalize new policies and procedures for the tuition collection process by April 30, 2018, and a Handbook for the OER would be released at the beginning of the SY 2018-2019.<sup>35</sup> Neither task was completed by the anticipated date. OSSE employees explained that the OER experienced organizational changes and transitions, which halted progress with developing written SOPs. For example, roles and responsibilities changed within the OER when it received a new Director in November 2018 and added two new positions to the department. The development of the new online tuition application further complicated the task of documenting processes because the success of the application would substantially affect the current procedures.

On June 29, 2019, OSSE informed the OIG that the SOPs for its tuition collection process as well as the OER Handbook were awaiting review and approval by its General Counsel. OSSE did not provide an anticipated date of completion. Without documented SOPs, OSSE appears to be relying on staff members’ professional judgement to ensure tuition is collected accurately and timely.

We recommend the State Superintendent, OSSE:

3. Implement internal written policies and/or procedures for 1) managing tuition payments that reflect updated processes; and 2) reviewing and analyzing Tuition Agreements for sufficiency and completion prior to allowing non-resident students to enroll in District public schools.

Agree \_\_\_\_\_ X \_\_\_\_\_ Disagree \_\_\_\_\_

***OSSE’s September 2019 Response to Recommendation 3: In fact, OSSE has already fully implemented this recommendation. OSSE has completed a tuition collection***

<sup>34</sup> *Id.* Principles 3.09, 3.11, and 12.02.

<sup>35</sup> *District of Columbia Public Schools and Office of the State Superintendent of Education: The District Lacked Control Activities over Student Residency Verification and the Collection of Non-resident Tuition* (OIG Project No. 17-1-16GA).

*standard operating procedure manual that details all policies and procedures for issuing tuition agreements and collecting tuition payments. Starting in the 2019-20 school year, OSSE utilized SeamlessDocs - a third party document collection platform – for distributing and collecting all non-resident tuition agreements. This platform allowed for electronic distribution and collection of the tuition agreements, removal of handwritten agreements, and an expedited process for completing the agreements by both non-resident families and OSSE. Errors in the agreements were spotted quickly by OSSE staff and could be referred back to non-resident families to be addressed.*

*The updated process and new platform require the Director of Enrollment and Residency to create the agreement and a final review of the completed agreement by both the Tuition Collection Analyst and the Director. There are now two points for the Director to review the eligibility of the non-resident family, as well as a secondary reviewer. In addition, OSSE worked closely with LEAs as early as March of 2019 to make sure that LEAs understood that a non-resident was not eligible to attend school until the LEA received notification from OSSE. LEAs were also instructed to notify OSSE when they intended to enroll a non-resident student as well as instruct the non-resident parent to contact OSSE. With two parties responsible for contacting OSSE, all non-residents could be identified and engaged earlier in the enrollment process. These two changes ensured that no non-residents started school in the 2019-20 school year without a signed agreement and initial tuition payment.*

*Lastly, while some non-resident students began the 2018-2019 school year without completed tuition agreements, all non-resident students were ultimately held accountable for completing the agreement and paying tuition in full or were excluded and notified as ineligible for the following school year.*

### **OSSE allowed non-resident students with incomplete Tuition Agreements to enroll in Duke Ellington for SY 2018-2019.**

OSSE policies require non-resident students to have a signed and notarized Tuition Agreement filed with OSSE prior to enrolling in a District public school.<sup>36</sup> In December 2018, OSSE provided the OIG with 53 Tuition Agreements from Duke Ellington for the SY 2018-2019.<sup>37</sup> OSSE's Tuition Agreement used during the SY 2018-2019 is attached as Appendix D. An analysis of these Tuition Agreements identified missing information. Specifically, the OIG identified the following deficiencies:

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<sup>36</sup> See OSSE website, available at <https://osse.dc.gov/page/office-enrollment-residency#residency>. (last visited 08/02/2019).

<sup>37</sup> OSSE provided the OIG with 57 Tuition Agreements in total, but 4 were for non-resident students enrolled at other District schools outside of Duke Ellington. Additionally, the total number of Tuition Agreements OSSE provided the OIG differed from the total number of non-resident students at Duke Ellington indicated on OSSE's Enrollment Audit for the SY 2018-2019. When asked to reconcile the difference in the number of non-resident students, OSSE reasoned that the date it conducted its audit and the date it submitted the Tuition Agreements to the OIG were different. Therefore, the total number of non-resident students may differ depending on when the count is taken.

**Forms lack required approval** – An OSSE official is required to approve the Tuition Agreement and certify approval by printing and signing his or her name and dating the document. There were two Tuition Agreements that did not contain a date, printed name, or signed name of an OSSE official. There was also one Tuition Agreement with an OSSE official’s name printed without a signature or date.

**Missing notary information** – Section V of the Tuition Agreement required the parent, guardian, custodian, or other primary caregiver to have the Tuition Agreement notarized; however, five Tuition Agreements were not notarized. Three additional Tuition Agreements contained the notary’s signature, date, and location but did not contain a notary seal. Maryland and D.C. require the public notary to complete the notarial transaction by affixing the notary seal on the document.<sup>38</sup> Based on the geographical location provided on these three Tuition Agreements with missing notary seals, the notarial transactions were conducted in either D.C. or Maryland. Without a notary seal, the notarization on these three Tuition Agreements may not be valid.

**Missing contact information for the primary responsible party** – Section II of the Tuition Agreement requires contact information for the party primarily responsible for paying tuition. The requested information includes first and last name, contact telephone number, email address, and home address. There was one Tuition Agreement that did not provide any contact information for the primary responsible party.

**Missing signatures for the “other responsible party”** – Question 3 under Section II of OSSE’s Tuition Agreement for the SY 2018-2019 asked for the contact information for the “other responsible party.” On the last page of the Tuition Agreement and next to the signature of the primary parent, the person identified in question 3 as the “other responsible party” must also sign his or her name agreeing to the terms and conditions contained therein the Tuition Agreement. The OIG identified seven Tuition Agreements that provided the contact information for the other responsible party, but did not contain an accompanying signature. If the contact information is provided for the “other responsible party,” OSSE must ensure it obtains a signature from such party; otherwise, OSSE may subject the District to greater challenges when attempting to enforce the contract.

OSSE’s lack of documented SOPs for administering Tuition Agreements may have contributed to the acceptance and, in some cases, the verification of incomplete Tuition Agreements. OSSE delegated the task of reviewing and verifying Tuition Agreements to one employee who, in the absence of documented SOPs, applied his or own standards of sufficiency. In the event of non-payment, the District must rely on a Tuition Agreement as its primary basis for enforcing and

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<sup>38</sup> See OFFICE OF THE SECRETARY OF THE DISTRICT OF COLUMBIA, NOTARY COMMISSIONS AND AUTHENTICATIONS, NOTARY PUBLIC HANDBOOK, § IV, at 10 (Rev. Aug. 2019), available at <https://os.dc.gov/publication/dc-notary-handbook> (last visited Aug. 2, 2019).

See also OFFICE OF THE SECRETARY OF STATE, HANDBOOK FOR MARYLAND NOTARIES PUBLIC, ¶ 22, at 5 (Rev. Aug. 2019), available at <https://os.dc.gov/publication/dc-notary-handbook> (last visited Aug. 2, 2019).



collecting back-tuition payments. To minimize potential enforcement issues when recouping back-tuition payments, OSSE should develop and document a review process to ensure Tuition Agreements are complete, sufficient, and valid *prior* to allowing non-resident students to enroll and attend District public schools.

We recommend the State Superintendent, OSSE:

4. Update the OIG on OSSE's progress toward implementing the new tuition management application into its tuition collection processes by September 30, 2019.

Agree \_\_\_\_\_ Disagree \_\_\_\_\_

***OSSE's September 2019 Response to Recommendation 4:***<sup>39</sup> *The tuition management application, internally referred to as the Tuition Payment Application (TPA) was rolled out during the 2018-19 school year. The application was used to assess tuition amounts and store tuition agreements for that school year. During the first implementation of the TPA, a number of enhancements were identified and OSSE is working on those requirements and subsequent developments. OSSE has updated its standard operating procedure manual to reflect this change in process. This manual will be updated when the TPA is re-introduced after the enhancements are completed. For the 2019-20 school year, the SeamLessDocs platform referenced in response to Recommendation 3 is used to track and store agreements during the school year. These agreements are also saved in PDF format on OSSE agency drive for record retention. In addition, payments are tracked through the DirectBiller electronic payment portal as well as an internal accounting spreadsheet. Each month, payments are reconciled with the Office of the Chief Financial Officer.*

*For the 2018-19 school year, the total amount of tuition assessed was \$687,849.43. As of July 31, 2019, OSSE collected \$659,159.15 resulting in an outstanding balance of \$28,690.28. As a point of comparison, under the old structure, as of June 1, 2017, OSSE only had collected \$23,423 out of the \$564,526 owed.*

**OIG Comment:** Although OSSE did not agree or disagree with the OIG's recommendation, it appears that efforts planned and/or underway meet the intent of the recommendation.

**OSSE's Tuition Agreement form for SY 2018-2019 did not document the student's enrollment date.**

The UPSFF determines the total tuition costs for the SY, but the actual tuition amount owed is calculated based on the number of days the non-resident is enrolled in the school.<sup>40</sup> For

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<sup>39</sup> OSSE did not indicate "agree" or "disagree."

<sup>40</sup> Section IV, question 8 on OSSE's Tuition Agreement Form used during the SY 2018-2019 stated "only the actual days of enrollment at the calculated daily rate as approved by OSSE will be charged." See also 5A DCMR § 5014.4, stating tuition rates "may be pro-rated to reflect the portion of the school year during which the non-resident student will be enrolled."

example, a student who transfers to Duke Ellington in the middle of the school year, while rare, would only owe half the total tuition fee. Conversely, if a student who transfers out of Duke Ellington before the end of the school year would only owe tuition up to the day he or she disenrolled.

An OSSE employee noted challenges with calculating pro-rated tuition rates for non-resident students entering a District public school in the middle of the school year because Tuition Agreements did not bear an enrollment start date. Without this information, it would be difficult for current (and future) OSSE employees, auditors, and/or oversight agencies to determine the amount of tuition fees owed to the District for the support of a non-resident student attending a District public school.

We recommend the State Superintendent, OSSE:

5. Revise the Tuition Agreement Form to include the student’s date of enrollment.

Agree \_\_\_\_\_ Disagree \_\_\_\_\_

***OSSE’s September 2019 Response to Recommendation 5:***<sup>41</sup> *Tuition paying non-resident students are required to complete the tuition agreement and make an initial tuition payment before they are eligible to enroll in a District public school. Since this action occurs before the start of school, the enrollment date is not needed on the agreement. In cases where a student enrolls after the start of school, the dates used to calculate the prorated tuition amount are added to Appendix B of the tuition agreement. In cases where the student transitions from resident to non-resident, and is eligible to remain enrolled, the dates used to calculate the prorated tuition amount are added to Appendix B of the tuition agreement. In all cases, the agreement’s Appendix B can be updated to reflect changes in enrollment. This specific design change allows the agreement to be updated as needed, and not just when enrollment and residency status changes, but also if the educational services the student receives change (for example, receipt of special education or English language services). A copy of the new tuition agreement is attached in Appendix 2.*

**OIG Comment:** Although OSSE did not agree or disagree with the OIG’s recommendation, it appears that efforts planned and/or underway meet the intent of the recommendation.

## CONCLUSION

OSSE, DCPS, and Duke Ellington’s corrective actions have strengthened the student residency verification and tuition collection processes, but other areas of improvement remain. Because of the complexity of verifying residency and the severity of the consequences on students for the non-compliance of residency requirements, we encourage OSSE, DCPS, and Duke Ellington to address these issues to further strengthen the internal controls within these processes with the

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<sup>41</sup> OSSE did not indicate “agree” or “disagree.”

overall goal of prioritizing District residents over non-residents and protecting District resources from potential waste.

## **APPENDIX A. OBJECTIVES, SCOPE, AND METHODOLOGY**

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The objective of this evaluation was to assess: (1) the residency verification process to determine if there are sufficient internal controls to prevent incorrect student residency classification; and (2) the tuition agreement and payment process for non-resident students. The scope of this evaluation was limited to Duke Ellington and covered SY 2018-2019.


During this evaluation, the OIG researched relevant regulations related to student residency and tuition requirements in the D.C. Code and D.C. Municipal Regulations (DCMR). The OIG also read publicly available information (e.g., news articles and agency websites), and reviewed documentation provided directly from OSSE, DCPS, and Duke Ellington including: 2 Memoranda of Agreement; 2 contracts between the District and audit firms; 53 tuition agreements for non-resident students at Duke Ellington for the SY 2018-2019; training material used by OSSE, DCPS, and Duke Ellington in preparation for the SY 2018-2019; and the Excel workbook used to track tuition payments for the SY 2018-2019. Lastly, the OIG interviewed, both in-person and over the phone, OSSE, DCPS, and Duke Ellington employees who were involved in enrollment to learn more details concerning the student residency verification and/or tuition agreement and payment processes. Most of our fieldwork was conducted between December 2018 and March 2019.

## APPENDIX B. ACRONYMS AND ABBREVIATIONS

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BOD	Board of Directors
DAR	Office of the State Superintendent of Education, Data Assessment & Research Department
D.C.	District of Columbia
DCMR	District of Columbia Municipal Regulations
DCPS	District of Columbia Public Schools
DCRV	District of Columbia Residency Verification Form
DESAP	Duke Ellington School of the Arts Project
FERPA	Family Educational Rights and Privacy Act of 1974
GAO	Government Accountability Office
LEA	Local Education Agency
MOA	Memorandum of Agreement
OAG	District of Columbia, Office of the Attorney General
OER	Office of the State Superintendent of Education, Office of Enrollment & Residency
OIG	Office of the Inspector General
OSSE	Office of the State Superintendent of Education
SOP	Standard Operating Procedures
SY	School Year
UPSFF	Uniform Per Student Funding Formula
USC	United States Code
CFR	Code of Federal Regulations

## APPENDIX C. DISTRICT OF COLUMBIA RESIDENCY VERIFICATION FORM FOR SY 2018-2019

Page 1 of 2		SY 2018-19   Updated 3/18					
<b>FORM 1 - DC RESIDENCY VERIFICATION FORM</b>							
<b>Part A. Parent/Guardian/Caregiver or Adult Student Confirmation</b>							
<p>I am the <input type="checkbox"/> parent/guardian <input type="checkbox"/> other primary caregiver <input type="checkbox"/> adult student who <input type="checkbox"/> is re-enrolling* <input type="checkbox"/> is enrolling _____ in school. (Adult Student/Student Full Name)</p> <p>I, the parent/guardian/caregiver or adult student, affirm that I reside at the following address:</p> <table style="width: 100%; border: none;"> <tr> <td style="border-bottom: 1px solid black; width: 50%;">Street</td> <td style="border-bottom: 1px solid black; width: 30%;">City, State</td> <td style="border-bottom: 1px solid black; width: 20%;">Zip Code</td> </tr> </table> <p><small>*Re-Enrolling can only be selected if all four items in Part B are applicable.</small></p>			Street	City, State	Zip Code		
Street	City, State	Zip Code					
<b>Part B. Statement of Consent</b> (this section is for enrolling persons who verify District residency using an intra-agency agreement).							
<p>Enrolling person must initial all <u>four</u> statements and identify which intra-agency data sharing process is used for residency verification.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> I hereby affirm that the enrolling school/LEA verified my residency during the previous school year;  <input type="checkbox"/> I hereby affirm that I continue to live in the District as I did in the previous school year;  <input type="checkbox"/> I hereby consent to random verification of my residency status during this school year;             </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> I hereby appoint OSSE as the representative authorized to verify student's residency through an interagency data-sharing process with either: (select one below)  <input type="checkbox"/> Department of Human Services to verify participation in any District of Columbia financial assistance or public benefits program; or  <input type="checkbox"/> Office of Tax and Revenue (OTR) to verify taxpayer status.**             </td> </tr> </table> <p><small>**Enrolling person must log in to separate residency validation system through OTR. Enrolling school will provide guidance documents.</small></p>			<input type="checkbox"/> I hereby affirm that the enrolling school/LEA verified my residency during the previous school year; <input type="checkbox"/> I hereby affirm that I continue to live in the District as I did in the previous school year; <input type="checkbox"/> I hereby consent to random verification of my residency status during this school year;	<input type="checkbox"/> I hereby appoint OSSE as the representative authorized to verify student's residency through an interagency data-sharing process with either: (select one below) <input type="checkbox"/> Department of Human Services to verify participation in any District of Columbia financial assistance or public benefits program; or <input type="checkbox"/> Office of Tax and Revenue (OTR) to verify taxpayer status.**			
<input type="checkbox"/> I hereby affirm that the enrolling school/LEA verified my residency during the previous school year; <input type="checkbox"/> I hereby affirm that I continue to live in the District as I did in the previous school year; <input type="checkbox"/> I hereby consent to random verification of my residency status during this school year;	<input type="checkbox"/> I hereby appoint OSSE as the representative authorized to verify student's residency through an interagency data-sharing process with either: (select one below) <input type="checkbox"/> Department of Human Services to verify participation in any District of Columbia financial assistance or public benefits program; or <input type="checkbox"/> Office of Tax and Revenue (OTR) to verify taxpayer status.**						
<b>Part C. Parent/Guardian/Caregiver or Adult Student Sworn Statement of DC Residency</b>							
<p>I understand that enrollment of the above named student in District of Columbia public schools, public charter schools, or other schools providing educational services funded by the District of Columbia is based on my representation of bona fide DC residency, including this sworn statement of physical presence and my presentation of residency verification documentation. If this sworn statement is false, I understand that I am liable for payment of retroactive tuition for the student, and that the student may be withdrawn from school. Additionally, I understand that, under D.C. Code §38-312, any person who knowingly supplies false information to a public official in connection with student residency verification shall be subject to payment of a fine of not more than \$2,000 or imprisonment for not more than 90 days, but not both a fine and imprisonment. I hereby waive my rights to confidentiality of information relative to my residence and understand that the District of Columbia will use whatever legal means it has at its disposal to verify my residence. I also agree to notify the school of any change of residence for myself or the student within three (3) school days of such change.</p> <table style="width: 100%; border: none;"> <tr> <td style="border-bottom: 1px solid black; width: 60%;">(Printed Name of Parent/Guardian/Caregiver or Adult Student)</td> <td style="border-bottom: 1px solid black; width: 40%;">(Phone Number)</td> </tr> <tr> <td style="border-bottom: 1px solid black;">(Signature of Parent/Guardian/Caregiver or Adult Student)</td> <td style="border-bottom: 1px solid black;">(Date)</td> </tr> </table>			(Printed Name of Parent/Guardian/Caregiver or Adult Student)	(Phone Number)	(Signature of Parent/Guardian/Caregiver or Adult Student)	(Date)	
(Printed Name of Parent/Guardian/Caregiver or Adult Student)	(Phone Number)						
(Signature of Parent/Guardian/Caregiver or Adult Student)	(Date)						
<b>Part D. School Official Confirmation</b>							
<p>The following item(s) selected below are used and/or presented as proof of District of Columbia residency. See reverse for detailed descriptions.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>1. One of the following items:</p> <input type="checkbox"/> Pay stub within 45 days.  <input type="checkbox"/> Unexpired official documentation of DC Government financial assistance.  <input type="checkbox"/> Certified copy of DC Tax Form-D40.  <input type="checkbox"/> Military housing orders.  <input type="checkbox"/> Embassy letter. <p>2. Two of the following items with matching names and addresses:</p> <input type="checkbox"/> Unexpired DC motor vehicle registration.  <input type="checkbox"/> Unexpired DC driver's license or non-driver ID.  <input type="checkbox"/> Unexpired lease with separate proof of payment.  <input type="checkbox"/> Utility bill with separate proof of payment. </td> <td style="width: 50%; vertical-align: top;"> <p>3. <b>No supporting documentation required. A signature is required by enrolling person in Part C.</b></p> <input type="checkbox"/> There is evidence that the student is homeless and the homeless liaison has provided homeless verification.  <input type="checkbox"/> Child is/was a ward of the District of Columbia. <p>4. <b>Select if District residency was verified via intra-agency agreement.</b></p> <input type="checkbox"/> Office of Tax and Revenue verification.**  <input type="checkbox"/> DC financial assistance verification. <p>5. <b>Use only if none of the previous options apply.</b></p> <input type="checkbox"/> The person enrolling the student or the adult student has consented to a home visit. </td> </tr> </table> <p><small>I certify, under the penalties of perjury, that I have personally reviewed all the documents presented and affirm that the information represented above is true to the best of my knowledge, information, and belief. I also affirm that all supporting documentation to this form will be retained by the school and made available to OSSE, external auditors, and other agencies including but not limited to the DC Office of the Inspector General, DC Office of the Attorney General, etc. upon request.</small></p> <table style="width: 100%; border: none;"> <tr> <td style="border-bottom: 1px solid black; width: 33%;">School Official (Print)</td> <td style="border-bottom: 1px solid black; width: 33%;">School Official (Signature)</td> <td style="border-bottom: 1px solid black; width: 33%;">Date</td> </tr> </table>			<p>1. One of the following items:</p> <input type="checkbox"/> Pay stub within 45 days. <input type="checkbox"/> Unexpired official documentation of DC Government financial assistance. <input type="checkbox"/> Certified copy of DC Tax Form-D40. <input type="checkbox"/> Military housing orders. <input type="checkbox"/> Embassy letter. <p>2. Two of the following items with matching names and addresses:</p> <input type="checkbox"/> Unexpired DC motor vehicle registration. <input type="checkbox"/> Unexpired DC driver's license or non-driver ID. <input type="checkbox"/> Unexpired lease with separate proof of payment. <input type="checkbox"/> Utility bill with separate proof of payment.	<p>3. <b>No supporting documentation required. A signature is required by enrolling person in Part C.</b></p> <input type="checkbox"/> There is evidence that the student is homeless and the homeless liaison has provided homeless verification. <input type="checkbox"/> Child is/was a ward of the District of Columbia. <p>4. <b>Select if District residency was verified via intra-agency agreement.</b></p> <input type="checkbox"/> Office of Tax and Revenue verification.** <input type="checkbox"/> DC financial assistance verification. <p>5. <b>Use only if none of the previous options apply.</b></p> <input type="checkbox"/> The person enrolling the student or the adult student has consented to a home visit.	School Official (Print)	School Official (Signature)	Date
<p>1. One of the following items:</p> <input type="checkbox"/> Pay stub within 45 days. <input type="checkbox"/> Unexpired official documentation of DC Government financial assistance. <input type="checkbox"/> Certified copy of DC Tax Form-D40. <input type="checkbox"/> Military housing orders. <input type="checkbox"/> Embassy letter. <p>2. Two of the following items with matching names and addresses:</p> <input type="checkbox"/> Unexpired DC motor vehicle registration. <input type="checkbox"/> Unexpired DC driver's license or non-driver ID. <input type="checkbox"/> Unexpired lease with separate proof of payment. <input type="checkbox"/> Utility bill with separate proof of payment.	<p>3. <b>No supporting documentation required. A signature is required by enrolling person in Part C.</b></p> <input type="checkbox"/> There is evidence that the student is homeless and the homeless liaison has provided homeless verification. <input type="checkbox"/> Child is/was a ward of the District of Columbia. <p>4. <b>Select if District residency was verified via intra-agency agreement.</b></p> <input type="checkbox"/> Office of Tax and Revenue verification.** <input type="checkbox"/> DC financial assistance verification. <p>5. <b>Use only if none of the previous options apply.</b></p> <input type="checkbox"/> The person enrolling the student or the adult student has consented to a home visit.						
School Official (Print)	School Official (Signature)	Date					



## APPENDIX C. DISTRICT OF COLUMBIA RESIDENCY VERIFICATION FORM FOR SY 2018-2019

Page 2 of 2



SY 2018-19 | Updated 3/18

Name of LEA/School \_\_\_\_\_

### Acceptable Supporting Documentation Checklist

#### 1. (One item is needed from this list to verify residency. The address and name on each of the items must be the same.)

- ☐ **Pay stub:** A valid paystub issued within forty-five (45) days of providing proof of residency. Must contain the name of person enrolling the student or the name of the adult student showing his/her current DC home address, and withholding of only DC personal income tax for the current tax year.
- ☐ **Unexpired official documentation of financial assistance from the Government of the District of Columbia:** Issued to the person enrolling the student or the adult student and current at the time presented to the school, including, but not limited to, Temporary Assistance for Needy Families (TANF), Medicaid, the State Child Health Insurance Program (SCHIP), Supplemental Security Income, housing assistance or other programs.
- ☐ **Certified copy of Form D40:** Certified by the DC Office of Tax and Revenue, with the name of person enrolling the student or the name of the adult student as evidence of payment of DC taxes for the current or most recent tax year.
- ☐ **Current Military housing orders:** Showing the name of the person enrolling the student or the name of the adult student, and the residing District address, including but not limited to a DEERS statement or other official communication on military letterhead.
- ☐ **Embassy letter:** Issued within the past twelve (12) months showing the name of the person enrolling the student or the name of the adult student, indicating that the caregiver and the dependent student or the adult student currently live on embassy property in the District of Columbia or will reside on DC property confirmed by the embassy during the relevant school year, and an official embassy seal.

#### 2. (Two items are needed from this list to verify residency. The address and name on each of the items must be the same.)

- ☐ Valid and unexpired **DC motor vehicle registration** showing the name of the person enrolling the student or the name of the adult student and his/her current District home address.
- ☐ Valid and unexpired **lease or rental agreement with a separate proof of payment of rent**, in the name of the person enrolling the student or the name of the adult student, for a period within two (2) months immediately preceding the school's review of residency documentation, for the current DC address at which the student actually resides.
- ☐ Valid and unexpired **DC motor vehicle operator's permit** or official government issued non-driver identification in the name of the person enrolling the student or the name of the adult student showing his/her current DC home address.
- ☐ **Utility bill (only gas, electric, and water bills are acceptable)** with a separate paid receipt showing payment of the bill, from a period within the two (2) months immediately preceding the school's review of residency documentation, listing the name of the person enrolling the student or the name of the adult student and his/her current DC home address.

#### 3. (No supporting documentation required. A signature is required by enrolling person in Part C.)

- ☐ **Homeless:** There is evidence that the student is homeless and the school's homeless liaison has provided the appropriate homeless information.
- ☐ **Ward of the District of Columbia:** Proof that child is a ward of the District of Columbia, in the form of a court order or official documentation from DC Child and Family Services Agency.


#### 4. (enrolling families/students consent to electronic verification of residency.)

- ☐ **Office of Tax and Revenue:** Re-enrolling families/students agree to verify residency using OTR residency verification process. Enrolling person must login to a separate residency validation system. Guidance documentation provided by the enrolling school.
- ☐ **DC Financial Assistance:** Participation in the identified District financial assistance or public benefits program in which information is fed directly to OSSE through an intra-agency data sharing agreement. These programs include Medicaid, Supplementation Nutrition Assistance Program (SNAP), or Temporary Assistance for Needy Families (TANF).

#### Penalty for False Information:

Any person, including any District of Columbia public school or public charter school official, who knowingly supplies false information to a public official in connection with student residency verification shall be subject to charges of tuition retroactively, and payment of a fine of not more than \$2,000 or imprisonment for not more than 90 days, but not both fine and imprisonment, pursuant to the District of Columbia Nonresident Tuition Act, approved September 8, 1960 and amended by the District of Columbia Public Schools and Public Charter School Student Residency Fraud Prevention Amendment Act of 2012 (D.C. Code §38-312). The case of any such person may be referred by the Office of the State Superintendent of Education to the Office of the Attorney General.

## APPENDIX D. TUITION AGREEMENT FOR SY 2018-2019

		SY 2018-2019   Updated 8/18	
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**NON-RESIDENT TUITION AGREEMENT FOR SCHOOL YEAR 2018-2019**

This agreement outlines the requirements for payment of non-resident tuition to attend a District of Columbia public school pursuant to DC Official Code §38-302 and 5A DCMR §5000, et seq. Tuition is set by the Office of the State Superintendent of Education (OSSE) in accordance with the Uniform Per Pupil Funding Formula, the per pupil facilities allowance for public charter schools and other OSSE-approved allowances as further set forth below.

**I. STUDENT INFORMATION:**

1. I/We have been advised by the school listed below that tuition is required under DC Official Code §38-302 and 5A DCMR §5013, *et seq.*, for the enrollment and attendance of the following student:

First Name	Last Name	Date of Birth	Unique Student Identifier
School			Enrollment Date
			Grade

**II. RESPONSIBLE PARTY CONTACT INFORMATION:**

2. Primary Responsible Party

First Name	Last Name	Home Address
Primary Contact Number <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cell (     )	Emergency Contact Number <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cell (     )	Email Address

Relationship to Student:

☐ Parent
 ☐ Guardian
 ☐ Other Primary Caregiver
 ☐ Adult Student

☐ Other      If Other, please explain: \_\_\_\_\_

3. Other Responsible Party:

First Name	Last Name	Home Address
Primary Contact Number <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cell (     )	Emergency Contact Number <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cell (     )	Email Address

Relationship to Student:

☐ Parent
 ☐ Guardian
 ☐ Other Primary Caregiver
 ☐ Adult Student

☐ Other      If Other, please explain: \_\_\_\_\_

1

## APPENDIX D. TUITION AGREEMENT FOR SY 2018-2019



SY 2018-2019 | Updated 8/18

4. I/We acknowledge that the student referenced above resides outside of the District of Columbia at the address listed below:

Street Address:

City

State

Zip Code

### III. TUITION & PAYMENT DETAILS


5. I/We agree to accept the responsibility for the nonresident tuition fees as assessed below.

	Category	Amount
Grade		\$13,003
Special Education Level (if applicable)		
English Learner		
Facilities Fee (for Public Charter Schools only)		
Total Tuition Due for SY2018-19		\$13,003

6. I/We agree to pay the **total tuition** as assessed above based on the payment option chosen below. I understand that all payments are due on the first of each month, but no later than the fifth of each month that payment is due. I also understand that payments for quarterly plans are due on the first of the month of each quarter.

Option	Periodicity	# of Payments	Initial Payment	Other Due Dates	Final Payment
1	One-time	1	Within 10 days of execution	NA	Within 10 days of execution of agreement
2	Monthly	9	August 3, or within 5 days of execution of agreement	First of each month from September through April	April 1 <sup>st</sup>
3	Quarterly	4	August 3, or within 5 days of execution of agreement	First of November, February, and April	April 1 <sup>st</sup>

## APPENDIX D. TUITION AGREEMENT FOR SY 2018-2019

 <span style="float: right;">SY 2018-2019   Updated 8/18</span>			
<p><b>IV. ASSURANCES</b></p> <p>7. I /We agree to pay the required tuition as specified by the payment option selected above. It is further my/our understanding that if I/we become delinquent by 90 days or more, OSSE may exclude my/our student from attending public school in the District based on non-payment. Additionally, if I /we fail to pay the required tuition as non-residents during the 2018-19 school year, the student referenced above will be excluded from attending public schools within District of Columbia for the subsequent school year.</p> <p>8. Further, I/we acknowledge that if the student referenced above is withdrawn from the school, only the actual days of enrollment at the calculated daily rate as approved by OSSE will be charged.</p>			
<p style="font-size: 2em; margin: 0;">X</p> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <p style="font-size: 0.8em; margin: 0;">Signature of Primary Parent/Guardian Other Primary Caregiver, or Adult Student</p>	<p style="font-size: 2em; margin: 0;">X</p> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <p style="font-size: 0.8em; margin: 0;">Signature of Secondary Parent/Guardian Other Primary Caregiver</p>		
<p><b>Pursuant to 5A DCMR §5000, <i>et seq.</i>, FAILURE TO ADHERE TO THE TERMS OF THIS AGREEMENT, shall result in withdrawal of the student from a District public school and, if appropriate, referral of this matter to the DC Office of the Attorney General for collection of all outstanding tuition owed.</b></p>			
<p><b>V. NOTARY REQUIRED</b></p> <p>Subscribed and sworn before me this _____ day of _____, 20____.</p> <p style="text-align: center; font-size: 0.8em;">(Date) (Month) (Year)</p> <p>at _____,</p> <p style="text-align: center; font-size: 0.8em;">(City) (State)</p>			
<p>(Notary Seal)</p>	<p>(Notary Signature)</p>		
<p>Approved by:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; height: 40px; vertical-align: bottom; text-align: center; font-size: 0.8em;">OSSE Official Printed Name</td> <td style="width: 50%; height: 40px; vertical-align: bottom; text-align: center; font-size: 0.8em;">OSSE Official Signature &amp; Date</td> </tr> </table>		OSSE Official Printed Name	OSSE Official Signature & Date
OSSE Official Printed Name	OSSE Official Signature & Date		
3			

## APPENDIX E. OSSE's, DCPS' RESPONSES TO DRAFT REPORT



September 28, 2019

Daniel W. Lucas  
Inspector General  
717 17<sup>th</sup> St., NW  
Washington, DC 20005

*RE: OIG Project No. 12-I-06GD – Draft Report entitled “Office of State Superintendent of Education, District of Columbia Public Schools: Evaluation of Enrollment, Residency Verification, and Tuition Agreement Procedures at Duke Ellington School of the Arts for the School Year 2018-2019”*

Dear Mr. Lucas,

This correspondence serves as the Office of the State Superintendent of Education's (OSSE) response to the Office of the Inspector General (OIG) draft report, *Office of State Superintendent of Education, District of Columbia Public Schools: Evaluation of Enrollment, Residency Verification, and Tuition Agreement Procedures at Duke Ellington School of the Arts for the School Year 2018-2019*, dated September 12, 2019. Thank you for providing OSSE an opportunity to review the draft report and provide responses to the recommendations.

OSSE remains committed to ensuring District schools remain accessible first and foremost to Washington, DC residents. We will continue to take steps to improve our practice, and look forward to working with schools, families, and the community to further improve our residency efforts. Accordingly, OSSE is pleased to report that most of the recommendations below have already been fully implemented or implementation is underway. OSSE has spent the last year working closely with the LEA and Duke Ellington School of the Arts families to improve the processes for both resident and non-resident students. While we continue to improve the process, enrollment for the 2019-20 school year has been the most efficient to date, resulting in all non-resident families completing agreements and initial payments before starting school and better guidance for the LEA on complex residency verification situations. OSSE has invested significant resources to improve the clarity and rigor of the residency verification, investigation, and tuition collection processes and will continue to do so in the coming years to ensure increased compliance with statutory and regulatory requirements.

### OSSE's Responses to Recommendations

#### **Recommendation 1:**

Develop application and admissions policies for Duke Ellington that implement Title 5-A DCMR § 5001.2 and aim to admit as many District resident students as capacity allows.

#### **OSSE Response:**

Application and admission policies are developed and administered by each LEA. OSSE will continue to provide guidance and technical assistance to all LEAs including DCPS in properly conducting



## APPENDIX E. OSSE's, DCPS' RESPONSES TO DRAFT REPORT

Page 2

residency verification processes as part of their enrollment procedure, which include application and admission.

### **Recommendation 2:**

Revise the District of Columbia Residency Verification form to include: 1) definitions for the terms "parent," "guardian," "custodian," and "other primary caregiver," as defined by D.C. Code § 38-301; 2) language requiring documentation to establish status as an "other primary caregiver," as required by D.C. Code § 38-310(a); and 3) an option to indicate the student is electing to self-identify as a non-resident of the District.

### **OSSE's Response:**

Agree. In fact, OSSE has already partially implemented this recommendation. The District of Columbia Residency Verification form (DCRV) is updated each year with new versions released in the month of March preceding the intended school year. Language requiring documentation to establish status as an other primary caregiver was one of many changes made to the 2019-20 school year DCRV (released in March 2019). OSSE engaged the The Lab @ DC to enhance the DCRV for better comprehension and user experience. Similarly, the other primary caregiver form also received extensive edits. Updates included additional guidance on the definition of another primary caregiver, a checklist for school officials to complete in order to confirm other primary caregiver status, and an enhanced layout for a better user experience. Both forms are attached in Appendix 1.

The next DCRV form will be released in March of 2020 for the 2020-21 school year and will contain the two other recommended changes:

1. Definitions for parent, guardian, custodian, and other primary caregiver will be added to the DCRV form. The definitions used are those defined in 5-A DCMR § 5099; and
2. An option to identify as a non-resident student.

### **Recommendation 3:**

Implement internal written policies and/or procedures for 1) managing tuition payments that reflect updated processes; and 2) reviewing and analyzing Tuition Agreements for sufficiency and completion prior to allowing non-resident students to enroll in District public schools.

### **OSSE Response:**

Agree. In fact, OSSE has already fully implemented this recommendation. OSSE has completed a tuition collection standard operating procedure manual that details all policies and procedures for issuing tuition agreements and collecting tuition payments. Starting in the 2019-20 school year, OSSE utilized SeamlessDocs - a third party document collection platform – for distributing and collecting all non-resident tuition agreements. This platform allowed for electronic distribution and collection of the tuition agreements, removal of handwritten agreements, and an expedited process for completing the agreements by both non-resident families and OSSE. Errors in the agreements were spotted quickly by OSSE staff and could be referred back to non-resident families to be addressed.

The updated process and new platform require the Director of Enrollment and Residency to create the agreement and a final review of the completed agreement by both the Tuition Collection Analyst and the Director. There are now two points for the Director to review the eligibility of the non-resident family, as well as a secondary reviewer. In addition, OSSE worked closely with LEAs as early as March of 2019 to make sure that LEAs understood that a non-resident was not eligible to attend



## APPENDIX E. OSSE's, DCPS' RESPONSES TO DRAFT REPORT

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school until the LEA received notification from OSSE. LEAs were also instructed to notify OSSE when they intended to enroll a non-resident student as well as instruct the non-resident parent to contact OSSE. With two parties responsible for contacting OSSE, all non-residents could be identified and engaged earlier in the enrollment process. These two changes ensured that no non-residents started school in the 2019-20 school year without a signed agreement and initial tuition payment.

Lastly, while some non-resident students began the 2018-2019 school year without completed tuition agreements, all non-resident students were ultimately held accountable for completing the agreement and paying tuition in full or were excluded and notified as ineligible for the following school year.

### **Recommendation 4:**

Update the OIG on OSSE's progress toward implementing the new tuition management application into its tuition collection processes by September 30, 2019.

### **OSSE Response:**

The tuition management application, internally referred to as the Tuition Payment Application (TPA) was rolled out during the 2018-19 school year. The application was used to assess tuition amounts and store tuition agreements for that school year. During the first implementation of the TPA, a number of enhancements were identified and OSSE is working on those requirements and subsequent developments. OSSE has updated its standard operating procedure manual to reflect this change in process. This manual will be updated when the TPA is re-introduced after the enhancements are completed. For the 2019-20 school year, the SeamLessDocs platform referenced in response to Recommendation 3 is used to track and store agreements during the school year. These agreements are also saved in PDF format on OSSE agency drive for record retention. In addition, payments are tracked through the DirectBillr electronic payment portal as well as an internal accounting spreadsheet. Each month, payments are reconciled with the Office of the Chief Financial Officer.

For the 2018-19 school year, the total amount of tuition assessed was \$687,849.43. As of July 31, 2019, OSSE collected \$659,159.15 resulting in an outstanding balance of \$28,690.28. As a point of comparison, under the old structure, as of June 1, 2017, OSSE only had collected \$23,423 out of the \$564,526 owed.

### **Recommendation 5:**

Revise the Tuition Agreement Form to include the student's date of enrollment.

### **OSSE Response**

Tuition paying non-resident students are required to complete the tuition agreement and make an initial tuition payment before they are eligible to enroll in a District public school. Since this action occurs before the start of school, the enrollment date is not needed on the agreement. In cases where a student enrolls after the start of school, the dates used to calculate the prorated tuition amount are added to Appendix B of the tuition agreement. In cases where the student transitions from resident to non-resident, and is eligible to remain enrolled, the dates used to calculate the prorated tuition amount are added to Appendix B of the tuition agreement. In all cases, the agreement's Appendix B can be updated to reflect changes in enrollment. This specific design change allows the agreement to be updated as needed, and not just when enrollment and residency status changes, but also if the educational services the student receives change (for example, receipt

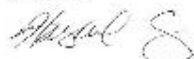
## APPENDIX E. OSSE's, DCPS' RESPONSES TO DRAFT REPORT

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of special education or English language services). A copy of the new tuition agreement is attached in Appendix 2.

Again, thank you for the opportunity to respond to the draft report. As we have shared with you, OSSE has made significant changes to the DC resident verification as well as improved our documentation of agreements, payments, and standard operating procedures. OSSE also recognizes that our continued focus on continuous quality improvement is necessary to support the important and complex work of enrollment and residency. If you have any questions, please do not hesitate to contact me.

Sincerely,



Hanseul Kang  
State Superintendent  
Office of the State Superintendent of Education

## **APPENDIX E. OSSE's, DCPS' RESPONSES TO DRAFT REPORT**

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### **APPENDIX 1**

## APPENDIX E. OSSE's, DCPS' RESPONSES TO DRAFT REPORT



### DC Residency Verification Form

Use this form to verify that you are a District resident and therefore you or your student is eligible to enroll in a DC public or public charter school.

#### Step One: Choose the residency verification method that best applies to you.

Details of all the available methods for verifying your DC residency are provided on page two. Choose ONE after completing sections 2 and 3 below. To be eligible to enroll in a DC public or public charter school: 1) the person enrolling the child must be the parent or the valid legal guardian, custodian or Other Primary Caregiver with proper documentation; 2) the person has established a physical presence in the District of Columbia; and 3) the person has submitted valid and proper documentation that establishes residency as set forth in law and regulations.

#### Step Two: Provide information about your family.

<b>Student First Name:</b>	<b>Student Last Name:</b>	<b>DOB:</b>
<b>Name of SY18/19 School:</b>		<b>Name of SY19/20 School:</b>
<b>Person enrolling the student &gt; First Name:</b>		<b>Last Name:</b>
I am the: <input type="checkbox"/> adult student <input type="checkbox"/> student's parent/guardian/custodian <input type="checkbox"/> minor parent and completed the sworn statement <input type="checkbox"/> student's other primary caregiver and completed the OPC Form		
<b>Address of person enrolling the student:</b>		
<b>City:</b>	<b>State:</b>	<b>ZIP:</b>
<b>Email:</b>		<b>Phone:</b>

#### Step Three: Certification of Residency Requirements

- I certify that I am the parent or the valid guardian, custodian, or other primary caregiver and am submitting valid and proper documentation accordingly;
- I certify that I have established and will maintain a physical presence in the District, defined as the "actual occupation and inhabitation of a place of abode with the intent to dwell for a continuous period of time"; and I am submitting valid and proper documentation to verify residency, as set forth in 5-A DCMR § 5004.
- I understand that enrollment of the above-named student in District of Columbia public schools, public charter schools, or other schools providing educational services funded by the District of Columbia is based on my representation of **bona-fide DC residency, including this sworn statement of physical presence and my submission of valid and proper documentation verifying residency.**
- I understand that even if the documentation I provide appears to be satisfactory, OSSE or school officials, with reasonable basis, may seek further information to verify the student's residency or the other primary caregiver status of the adult enrolling the student.
- If the District of Columbia, through the Office of the State Superintendent of Education, determines that I am not a resident, I understand that I am liable for payment of retroactive tuition for the student, and that the student may be withdrawn from school.
- I understand that if I provide false information or documentation, I can be referred to DC Office of the Inspector General for criminal prosecution or to the DC Office of the Attorney General for prosecution under the False Claims Act and under D.C. Code § 38-312 which provides that any person who knowingly supplies false information to a public official in connection with student residency verification shall be subject to payment of a fine of not more than \$2,000 or imprisonment for not more than 90 days, but not both a fine and imprisonment.
- I understand that all supporting documentation to this form will be retained by the school and made available to OSSE, external auditors, and other agencies including but not limited to the DC Office of the Inspector General and the DC Office of the Attorney General, upon request.
- I am aware that the District of Columbia may use whatever legal means it has at its disposal to verify my residence and may share with appropriate local authorities for verification and/or investigation.
- I agree to notify the school of any change of residence for myself or the student within three (3) school days of such change.

**Signature of Person Enrolling Student:** \_\_\_\_\_ **Date:** \_\_\_\_\_

#### Step Four: Bring this completed form and applicable documentation to your school.

**SCHOOL OFFICIAL USE ONLY** The following method was used and/or presented as proof of District of Columbia residency. Choose ONE.

I certify, under the penalties of perjury, that I have personally reviewed all the documents presented and affirm that the information represented above is true to the best of my knowledge, information, and belief. I also affirm that all supporting documentation to this form will be retained by the school and made available to OSSE, external auditors, and other agencies, including but not limited to, to the DC Office of the Inspector General and the DC Office of the Attorney General, upon request.

**School Official Name (print):** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<input type="checkbox"/> <b>Method A: School official verified</b>	<input type="checkbox"/> <b>Method C: One document</b>	<input type="checkbox"/> <b>Method C: Two documents</b>	<input type="checkbox"/> <b>Method D: Home visit</b>
<input type="checkbox"/> DC financial assistance verification	<input type="checkbox"/> Pay stub	<input type="checkbox"/> DC motor vehicle registration	
<input type="checkbox"/> Homeless liaison has provided homeless verification	<input type="checkbox"/> DC Gov financial assistance	<input type="checkbox"/> DC driver's license/non-driver ID	
<input type="checkbox"/> Ward of DC	<input type="checkbox"/> Embassy letter	<input type="checkbox"/> Lease with payment	
<input type="checkbox"/> <b>Method B: Office of Tax Revenue</b>	<input type="checkbox"/> DC Tax Form-D40	<input type="checkbox"/> Utility bill with payment	
	<input type="checkbox"/> Military housing orders		

## APPENDIX E. OSSE's, DCPS' RESPONSES TO DRAFT REPORT

Parents/Guardians, follow ONE of the methods (A-D) to verify your DC residency.		
Method <b>A</b>	<b>Verify with a school official.</b> If you are homeless, a ward of the District, and/or a participant of a District public benefits program, such as Medicaid, Supplementation Nutrition Assistance Program, or Temporary Assistance for Needy Families – your school may already have your information. Check with your school official or the school's homeless liaison.	
Method <b>B</b>	<b>Verify through the Office of Tax and Revenue's website.</b> Re-enrolling families/students are often able to verify residency using OTR residency verification process. The person enrolling the student or the adult student must have paid taxes in DC during the previous fiscal year and have the student's social security number. Login to the system at <a href="https://ossedctx.com">ossedctx.com</a> . Your information will then be sent directly to your school.	
Method <b>C</b>	<b>Verify by submitting supporting documentation.</b> Provide hard copies. The address and name on each of the items must be the same as on the completed form.	
	<b>ONE item is needed from this list to verify residency.</b> <ul style="list-style-type: none"> <li>A valid <b>pay stub</b> issued within forty-five (45) days of providing proof of residency. Must contain the name of person enrolling the student or the name of the adult student showing his/her current DC home address and withholding of only DC personal income tax for the current tax year and no other states listed.</li> <li><b>Unexpired official documentation of financial assistance from the Government of the District of Columbia</b>, issued to the person enrolling the student or the adult student and current at the time presented to the school, including, but not limited to, Temporary Assistance for Needy Families (TANF), Medicaid, the State Child Health Insurance Program (SCHIP), Supplemental Security Income, housing assistance or other programs.</li> <li><b>Certified copy of Form D40</b> by the DC Office of Tax and Revenue, with the name of person enrolling the student or the name of the adult student as evidence of payment of DC taxes for the current or most recent tax year.</li> <li><b>Current military housing orders or statement on military letterhead, both of which shall include</b> the name of the person enrolling the student or the name of the adult student, and the residing District address.</li> <li><b>Embassy letter</b> issued within the past twelve (12) months. Must contain the name of the person enrolling the student or the adult student and an official embassy seal. Must indicate that the caregiver and the dependent student or the adult student currently live on embassy property in DC or will reside on DC property during the relevant school year.</li> </ul>	<b>TWO items are needed from this list to verify residency.</b> <ul style="list-style-type: none"> <li>Valid and unexpired <b>DC motor vehicle registration</b> showing the name of the person enrolling the student or the name of the adult student and his/her current District home address.</li> <li>Valid and unexpired <b>lease or rental agreement with a separate proof of payment of rent</b>, in the name of the person enrolling the student or the name of the adult student, for a period within two (2) months immediately preceding the submission of this form, for the current DC address at which the person enrolling the student actually resides.</li> </ul>
	<b>OR</b>	
Method <b>D</b>	<b>Verify through an alternative method.</b> If you are unable to verify through one of the above methods, speak with your school official about a home visit.	

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## APPENDIX E. OSSE's, DCPS' RESPONSES TO DRAFT REPORT



### Other Primary Caregiver (OPC) Form

Use this form to verify that the enrolling student is under the care of "other primary caregiver." School officials should only collect this form if the person enrolling the student is *NOT* the parent, legal guardian, or court appointed custodian of the student.

#### Step One: Determine if you are an Other Primary Caregiver.

An "other primary caregiver" is a person other than a parent or court-appointed custodian or guardian who is the primary provider of care or control and support to a student who resides with him or her, and whose parent, custodian, or guardian is unable to supply such care and support. Other primary caregivers must establish DC residency as required on the DC Residency Verification Form, in addition to establishing his/her status as an "other primary caregiver." See reverse for definition of care or control and substantial support.

#### Step Two: Provide information about your Other Primary Caregiver status.

Student First Name:		Student Last Name:		
OPC First Name:		OPC Last Name:		
OPC Address		City:	State:	ZIP:

Relationship to enrolling student:	Date student started residing with OPC:
------------------------------------	---

#### Verify Other Primary Caregiver status (check any that apply):

- |   |  |
|---|--|
| <input type="checkbox"/> Enrolling student resides with me, the other primary caregiver | <input type="checkbox"/> I provide care or control for the enrolling student     |
|   | <input type="checkbox"/> I provide substantial support for the enrolling student |

#### Full Name of Parent/Legal Guardian:

Address of Parent/Legal Guardian:	City:	State:	ZIP:
-----------------------------------	-------	--------	------

The parent or legal guardian is unable to provide primary care and substantial support because (check any that apply):

- |   |  |
|---|--|
| <input type="checkbox"/> he/she has an active military assignment | <input type="checkbox"/> he/she does not live with the child due to neglect and/or abuse |
| <input type="checkbox"/> he/she suffers from a serious illness    | <input type="checkbox"/> he/she has abandoned the child                                  |
| <input type="checkbox"/> he/she is deceased                       | <input type="checkbox"/> Serious family hardship (verified by LEA staff and OSSE):       |
| <input type="checkbox"/> he/she is incarcerated                   | Explain _____  |

#### Step Three: Confirmation of Other Primary Caregiver Status

By signing below, I swear and attest that I am the Other Primary Caregiver. I further accept that all provisions set forth in "Step Three: Certification of Residency Requirements" on the DC Residency Verification Form are incorporated and merged herein.

Signature of Other Primary Caregiver: \_\_\_\_\_ Date: \_\_\_\_\_

#### SCHOOL OFFICIAL USE ONLY Complete the area below to confirm school verification of other primary caregiver status.

- ☐ I reviewed the other primary caregiver status as specified above and the OPC meets all three (3) criteria.

The above identified Other Primary Caregiver provided one of the following documents to verify OPC status:

- |   |  |
|---|--|
| <input type="checkbox"/> Records from the previous school year  | <input type="checkbox"/> Sworn Statement                         |
| <input type="checkbox"/> Immunization or medical records  | <input type="checkbox"/> Attestation for Other Primary Caregiver |
| <input type="checkbox"/> Unexpired official documentation from the federal government or the Government of the District of Columbia |  |

I certify, under the penalties of perjury, that I have personally reviewed all the documents presented and affirm that the information represented above is true to the best of my knowledge, information, and belief. I also affirm that all supporting documentation to this form will be retained by the school and made available to OSSE, external auditors, and other agencies, including but not limited, to the DC Office of the Inspector General and the DC Office of the Attorney General, upon request.

School Official Name (print): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## APPENDIX E. OSSE's, DCPS' RESPONSES TO DRAFT REPORT

### Other primary caregiver must submit one of the documents identified below to verify the other primary caregiver status.

<b>Methods</b>	<ul style="list-style-type: none"> <li>• <b>Records from the previous school year</b> indicating that the student is in the care of the caregiver, including, but not limited to, a signed report card</li> <li>• <b>Immunization or medical records</b> issued within the last twelve (12) months immediately preceding the school's review of the residency documentation, indicating that the student is in the care of the caregiver.</li> <li>• <b>Unexpired official documentation from the federal government or the Government of the District of Columbia</b> with an issue date within the last twelve (12) months immediately preceding the school's review of residency documentation, indicating that the caregiver receives public or medical benefits on behalf of the student, including, but not limited to, Supplemental Security Income annual benefits notification or TANF verification of income notice or recertification approval letter.</li> <li>• <b>An Attestation for Other Primary Caregiver completed and signed by a legal, medical or social service professional</b> attesting to the caregiver's status relevant to the student and issued within the last twelve (12) months immediately preceding the school's review of residency documentation.</li> <li>• <b>A completed and signed Sworn Statement</b> indicating that he/she is the primary caregiver for the student.</li> </ul>
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### Am I an Other Primary Caregiver?

5-A DCMR § 5099 states that an Other Primary Caregiver (OPC) is a person, other than the enrolling student's parent or court appointed custodian or guardian. The enrolling student must *reside* with the OPC and the OPC *must provide the child with guidance, maintenance, physical care and support*. If you do not provide guidance, maintenance, and physical care, you probably do not qualify as an Other Primary Caregiver. Do you provide the following items in the table below?

<b>Support</b>	When the OPC is exercising <i>primary</i> responsibility to provide the child with financial resources for the child's livelihood.
<b>Guidance</b>	When the OPC participates in the responsibility for the child's development on a daily basis <ul style="list-style-type: none"> <li>• Attending school conferences</li> <li>• Disciplining the child</li> <li>• Participating in decisions concerning the child's well-being</li> <li>• Involvement in the child's extracurricular activities</li> </ul>
<b>Maintenance</b>	When the OPC is providing necessities: <ul style="list-style-type: none"> <li>• Food</li> <li>• Clothing</li> <li>• Shelter</li> </ul>
<b>Physical care</b>	When the OPC is providing continuous care for the child by performing tasks required in the child's daily life. Bathing <ul style="list-style-type: none"> <li>• Feeding</li> <li>• Dressing</li> <li>• Assuring medical attention will be received by the child</li> <li>• Preparing meals</li> <li>• Supervising the child's activities</li> <li>• Assisting with other physical care needs</li> </ul>

## **APPENDIX E. OSSE's, DCPS' RESPONSES TO DRAFT REPORT**

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### **APPENDIX 2**

## APPENDIX E. OSSE's, DCPS' RESPONSES TO DRAFT REPORT



SY 2019-2020

### NON-RESIDENT TUITION AGREEMENT FOR SCHOOL YEAR 2019-2020

This agreement outlines the requirements for payment of non-resident tuition to attend a District of Columbia public school pursuant to D.C. Official Code § 38-302 and 5-A DCMR § 5014. Tuition is set by the Office of the State Superintendent of Education (OSSE) in accordance with the Uniform Per Student Funding Formula, the per pupil facilities allowance for public charter schools and other allowances as further set forth in Appendix A. Please note that tuition amounts can be reassessed throughout the year and are subject to change based on the educational services the student receives. Payments must be on-time in order to maintain enrollment. Non-resident students are not eligible for feeder rights and must re-apply to continue attending a District public school.

#### INSTRUCTIONS FOR COMPLETION

All sections of this document shall be completed in order to be valid. This document must be typed. Handwritten documents will not be accepted.

If the non-resident student is new to the District public school or re-enrolling in a District public school, this completed form *and* initial payment must be received before the student is eligible to attend the school.

If the student is currently attending and transitioning to non-resident status, this completed form *and* payment must be received within 10 business days of notification or the student will be excluded from the school.


Once completed, the Office of Enrollment and Residency will provide instructions on creating an account and making tuition payments. If you have any questions, please email [osse.residency@dc.gov](mailto:osse.residency@dc.gov).

#### I. STUDENT INFORMATION:


Please complete the following section with the student's information.

Student's First Name:	Student's Last Name:	Student's Date of Birth:
School:	School Final Grade:	SY19-20 Student Grade:
Student's Street Address:		
City:	State:	Zip Code:

## APPENDIX E. OSSE's, DCPS' RESPONSES TO DRAFT REPORT

SY 2019-2020			
			
<b>II. RESPONSIBLE PARTY CONTACT INFORMATION:</b>			
<b>Primary Responsible Party</b>			
First Name:		Last Name:	
Street Address:			
City:	State:	Zip Code:	
Primary Contact Number: <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cell	Emergency Contact Number: <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cell	Email Address:	
Relationship to Student: <input type="checkbox"/> Parent <input type="checkbox"/> Guardian <input type="checkbox"/> Other Primary Caregiver <input type="checkbox"/> Adult Student			
<b>Other Responsible Party (if applicable):</b>			
First Name:		Last Name:	
Street Address:			
City:	State:	Zip Code:	
Primary Contact Number: <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cell	Emergency Contact Number: <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cell	Email Address:	
Relationship to Student: <input type="checkbox"/> Parent <input type="checkbox"/> Guardian <input type="checkbox"/> Other Primary Caregiver <input type="checkbox"/> Adult Student  <input type="checkbox"/> Other                      If Other, please explain:			
<b>III. TUITION PAYMENT OPTION</b> Indicate the payment frequency. For more details about the monthly payment option, refer to Appendix B.			
<b>Mark One</b>	<b>Frequency</b>		
	<b>One-time Payment</b> - All tuition is paid in one "lump sum" payment.		
	<b>Monthly</b> - An initial payment is made with subsequent payments occurring on the 1 <sup>st</sup> of each month for no more than 9 months.		

## APPENDIX E. OSSE's, DCPS' RESPONSES TO DRAFT REPORT

 <span style="float: right; font-weight: normal; font-size: small;">SY 2019-2020</span>					
<p><b>IV. ASSURANCES</b></p> <p>I/We have been advised by the school listed in Section I that tuition is required under D.C. Official Code § 38-302 and 5-A DCMR § 5013, for the enrollment and attendance of the student identified in Section I of this agreement.</p> <p>I/We acknowledge that the student's bona-fide residence is outside of the District of Columbia at the address listed in Section I of this agreement.</p> <p>I/We agree to pay the <b><u>total non-resident tuition</u></b> as assessed in the most recent Appendix A.</p> <p>I/We understand that the tuition amount may increase or decrease at a later date, in accordance with the Tuition Payment Scale and Tuition Costs included in this document, and will be reflected in an updated Appendix A.</p> <p>I/We agree to pay the required tuition as specified by the payment option selected above and on the timeline outlined in Appendix B. It is further my/our understanding that:</p> <ul style="list-style-type: none"> <li>All payments are due on the first of each month, but no later than the fifth of each month that payment is due; and</li> <li>If I/we become delinquent by 90 days or more, OSSE may exclude my/our student from attending public school in the District based on non-payment; and</li> <li>If I /we fail to pay the required tuition as non-residents during the 2019-20 school year, the student referenced above will be excluded from attending any public school within District of Columbia for the subsequent school year as a non-resident student.</li> </ul> <p>I/We agree to use OSSE's electronic payment system for all tuition payments.</p> <p>I/We acknowledge that if the student referenced above is withdrawn from the school, only the actual days of enrollment at the calculated daily rate as determined by OSSE will be charged, as outlined in Appendix C.</p> <p>I/We agree to notify OSSE immediately of any changes in residency status.</p> <p>In the event the residency status of the student changes, I/we agree to comply with the requirements set forth in Appendix C.</p> <p>I/We understand that the information in this tuition agreement is collected through <a href="#">SeamlessDocs</a>, a 3rd party document collection service, and the information provided is only used for the District of Columbia's tuition collection purposes.</p> <p><b>Pursuant to 5A DCMR §5000, <i>et seq.</i>, FAILURE TO ADHERE TO THE TERMS OF THIS AGREEMENT, shall result in the exclusion of the student from a District public school and, if appropriate, referral of this matter to the D.C. Office of the Attorney General for collection of all outstanding tuition owed.</b></p> <table style="width: 100%; margin-top: 20px;"> <tr> <td style="width: 40%; text-align: center; vertical-align: bottom;"> <b>X</b>            _____            Signature of Parent, Guardian, Other            Primary Caregiver or Adult Student         </td> <td style="width: 10%; text-align: center; vertical-align: bottom;">           _____            Date         </td> <td style="width: 40%; text-align: center; vertical-align: bottom;"> <b>X</b>            _____            Signature of Other Responsible Party         </td> <td style="width: 10%; text-align: center; vertical-align: bottom;">           _____            Date         </td> </tr> </table>		<b>X</b> _____ Signature of Parent, Guardian, Other Primary Caregiver or Adult Student	_____ Date	<b>X</b> _____ Signature of Other Responsible Party	_____ Date
<b>X</b> _____ Signature of Parent, Guardian, Other Primary Caregiver or Adult Student	_____ Date	<b>X</b> _____ Signature of Other Responsible Party	_____ Date		

## APPENDIX E. OSSE's, DCPS' RESPONSES TO DRAFT REPORT



SY 2019-2020

### APPENDIX A – Tuition assessment for the 2019-20 school year.

#### Tuition Payment Scale for Non-resident Students – School Year 2019-20

Grade Level	Allocation for District Public Schools
Pre-Kindergarten 3	\$14,713
Pre-Kindergarten 4 and Kindergarten	\$14,274
Grades 1, 2, 3, 4, 5	\$10,980
Grades 6, 7, 8	\$11,858
Grades 9, 10, 11, 12	\$13,396
Alternative	\$15,811
Special Ed Schools	\$12,847
Adult	\$9,772

#### Additional Tuition Costs for Non-resident Students – School Year 2019-20

Additional Cost Categories*	Allocation for District Public Schools
<b>Special Education</b>	
Level 1	\$10,651
Level 2	\$13,176
Level 3	\$21,631
Level 4	\$38,320
<b>At-Risk (Overage and under-credited)</b>	\$2,471
<b>English Language Learners*</b>	\$5,380
<b>Facilities fee for Public Charter Schools</b>	\$3,335
<b>Residential</b>	Contact OSSE for details

\*Fees where applicable, and can be added at any point

#### To Calculate Total Fees:

- Add Non-Resident Tuition Payment for the appropriate grade
- If they are enrolled at a Public Charter School, add an additional **\$3,335** for the facilities fee
- If the student is in a residential program, identified as an English Language Learner, identified as At-Risk, and/or receiving special education services, add additional relevant fees

OSSE has determined the total non-resident tuition owed for \_\_\_\_\_ is set forth in the table below:

	Category	Amount
Grade		
Special Education Level (if applicable)		
At-Risk		
English Learner		
Facilities Fee (for Public Charter Schools only)		
Residential		
<b>Total Tuition Due for SY2019-20*</b>		

\*Fees where applicable, and can be added at any point



## APPENDIX E. OSSE's, DCPS' RESPONSES TO DRAFT REPORT



SY 2019-2020

### APPENDIX B – Payment schedule for the 2019-20 school year

#### Payment Options:

Frequency	# of Payments	Initial Payment	Other Due Dates	Final Payment
One-time	1	<ul style="list-style-type: none"> <li>First-time enrollment or re-enrolling – Prior to starting school</li> </ul>	NA	NA
Monthly	See Monthly Payment Schedule Examples	<ul style="list-style-type: none"> <li>Transition from resident to non-resident status – within 10 business days of notification</li> </ul>	First of each month	April 1 <sup>st</sup> for any agreements signed prior to February 1 <sup>st</sup> . After February 1 <sup>st</sup> , it depends on the month the agreement was signed <sup>1</sup>

#### Monthly Payment Schedule Examples

The monthly payment schedule can change depending on the date of the signed agreement and changes in residency status. In all cases, an initial payment is due with the signed agreement and then subsequent payments are due on the 1<sup>st</sup> of the month immediately following the signed agreement date, no matter what day the signed agreement and initial payment were received.

*Example 1* – School starts on Aug. 19 and the Initial Payment and agreement are received by OSSE on Aug. 13. The student can start school on the Aug. 19 and the next payment is due on Sept 1. The following rates are for a 9<sup>th</sup> grade student with a total tuition amount of \$13,396.

Initial Payment (August)	Sept. 1	Oct. 1	Nov. 1	Dec. 1	Jan. 1	Feb. 1	Mar. 1	Apr. 1
\$1,488.44	\$1,488.44	\$1,488.44	\$1,488.44	\$1,488.44	\$1,488.44	\$1,488.44	\$1,488.44	\$1,488.48

*Example 2* – The initial payment and agreement are not received by OSSE until Sept 26. The student can start on Sept. 27 and next payment will be due on Oct. 1. The following monthly rate is for the 9<sup>th</sup> grade tuition amount of \$13,396, but pro-rated to \$11,323.69 based on school days enrolled, and then evenly distributed across the remaining months.

Initial Payment (September)	Sept. 1	Oct. 1	Nov. 1	Dec. 1	Jan. 1	Feb. 1	Mar. 1	Apr. 1
\$1,488.44		\$1,405.03	\$1,405.03	\$1,405.03	\$1,405.03	\$1,405.03	\$1,405.03	\$1,405.07

<sup>1</sup> All outstanding debts must be paid by July 15<sup>th</sup> of that school year in order to be eligible to re-enroll for the following school year without re-application.

## APPENDIX E. OSSE's, DCPS' RESPONSES TO DRAFT REPORT



SY 2019-2020

### APPENDIX C – Change in Residency Status or Enrollment

In the event the residency status of the student changes, the following outlines the details of how tuition payments are assessed.

#### Transition process for when a non-resident student becomes a DC resident

In order for a tuition paying non-resident to become a resident student, the following must occur:

- a) The person enrolling the student must complete the DC Residency Verification Form and submit supporting residency documentation<sup>2</sup>, to the school.
- b) The person enrolling the student and school official must contact OSSE ([osse.residency@dc.gov](mailto:osse.residency@dc.gov)) regarding the submission of documents.
- c) OSSE reserves the right to request additional documentation, beyond the items listed as acceptable documents.
- d) OSSE will assess any pro-rated tuition amount based on the date the student's District residency is verified by the school.
- e) The pro-rated amount may result in an outstanding debt that will need to be paid or a refund. This depends on how much tuition has been paid as of the date the student's District residency is verified by the school.

#### Transition process for when a DC resident student becomes a non-resident student.

In order for a resident student to continue enrollment at a District public school as a non-resident, the following must occur:

- a) The student must be enrolled in the final grade of the school, or the summer prior to the final grade, or attending during the school year prior to the final grade; OR
- b) The school must be open to non-resident students, which requires:
  - i. The non-resident applies for enrollment to the District of Columbia public school via the traditional enrollment process.
  - ii. The non-resident is accepted to the school after all District residents on the waitlist are accepted for the same grade at the relevant school location; AND
  - iii. The non-resident has a fully executed tuition agreement for the school year with OSSE and made an initial tuition payment.

Enrollment is always subject to the payment of non-resident tuition. Both the tuition agreement and initial payment must be received within 10 business days of notification or the student may be excluded from attending the District public school.

#### Non-resident withdraws from District public school

In the event that a tuition paying non-resident student withdraws from the District public school, they are eligible for a reassessment of tuition based on the actual days of enrollment at the calculated daily rate, as determined by OSSE. The date the non-resident student completes the withdrawal forms will be the date used to reassess the owed tuition amount.

<sup>2</sup> Details on acceptable documentation for DC residency can be found online at the following link:  
<https://osse.dc.gov/page/office-enrollment-residency>

## APPENDIX E. OSSE's, DCPS' RESPONSES TO DRAFT REPORT



DISTRICT OF COLUMBIA  
PUBLIC SCHOOLS

Office of the Chancellor

VIA EMAIL AND FIRST-CLASS MAIL

September 25, 2019

Daniel W. Lucas  
Inspector General  
717 14<sup>th</sup> St., N.W.  
Washington, DC 20005

Dear Inspector General Lucas:

The District of Columbia Public Schools (DCPS) is in receipt of your office's September 12, 2019 draft report entitled: *Office of the State Superintendent of Education, District of Columbia Public Schools: Evaluation of Enrollment, Residency Verification, and Tuition Agreement Procedures at Duke Ellington School of the Arts for School Year 2018-2019*. Thank you for providing this feedback as well as allowing us the opportunity to respond and provide input.

**Finding:** We recommend Duke Ellington; the Chancellor, DCPS; and the State Superintendent, OSSE:

1. Develop application and admissions policies for Duke Ellington that implement 5A DCMR §5001.2 and aim to admit as many District resident students as capacity allows.

**DCPS agrees with this recommendation.**

While regulations and application/admission policies are clear for schools that qualifying District residents should be prioritized first and foremost, there are opportunities for DCPS to be more explicit in its standard operating procedures and guidance documents to ensure that the expectation with the school and the public is clear. Currently, the school does not rank non-residents over qualifying District residents. DCPS is committed to working with the school to ensure transparency in how we determine eligibility for all applicants. DCPS commits to the following by March 2020:

- Development of detailed standard operating procedures for the admission process that include the creation and development of waitlists and ensure that qualifying District residents have priority over non-resident students.
- Development of public facing admissions rubrics on how eligibility decisions are made.

Thank you for conducting this evaluation, allowing DCPS to respond, and continuing to partner with us to improve residency verification in our schools. Please do not hesitate to contact me with any questions.

Sincerely,

Lewis D. Ferebee, Ed. D.  
Chancellor  
District of Columbia Public Schools

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