



# Acalanes Union High School District

1212 Pleasant Hill Road, Lafayette, CA 94549

[www.acalanes.k12.ca.us](http://www.acalanes.k12.ca.us)

925-280-3900

## **Frequently Asked Questions Regarding the Residency Verification Process**

### ***Why is the district doing this?***

There are several reasons for the request of residency verification for all students. The district continues to experience families falsifying residency within the district. This issue has surfaced to varying degrees at all district schools. The district has both a legal and moral obligation to verify that all of its students either legally reside within the district boundaries or are attending through the use of an approved interdistrict transfer agreement.

### ***Is the district trying to reduce its enrollment?***

The Acalanes Union High School District (AUHSD) is not trying to reduce the number of enrolled students. The goal is to meet the enrollment needs of our community and continue to offer placement at non-impacted schools to students requesting an interdistrict transfer.

### ***On what basis does the district accept interdistrict transfers?***

Interdistrict transfers are approved for students meeting the district's grade point average and behavioral guidelines. Interdistrict transfers are placed at the discretion of the district based upon program and school capacities.

### ***What is the positive side of accepting interdistrict transfers?***

When properly monitored, interdistrict transfer students can optimize the programs of medium size high schools and allow for the continuation of courses that might otherwise be eliminated due to low enrollment. Interdistrict transfers should not be allowed to negatively impact the enrollment of a school.

### ***What legal requirements must the district satisfy regarding residency verification?***

The California Code of Regulations requires the district must keep an annual verification of residence in perpetuity as a part of our mandatory student records. Additionally, AUHSD Board Policy and Administrative Regulations require that on an annual basis, prior to student attendance in class in the fall, student residence will be verified. While this may seem like a cumbersome task to fulfill, the district has developed a structure so that all families will have ample time and opportunities to supply the needed information.

### ***Do all school districts use the same system of residency verification?***

Each school district is faced with different enrollment issues. There are some local districts that do not accept open enrollment students. Elementary districts generally face different enrollment issues than do high school districts. Some high school districts have large numbers of students wishing to attend in other districts, while some, such as AUHSD, have very few requests to transfer from the district and many people requesting access.



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## Where will the residency information be filed?

All residency information will be kept in paper form in district files. The same standard of confidentiality that applies to personal identification information such as social security numbers will govern the security of this information. Parents are encouraged to ink out all information on documents other than what is needed for proof of residency.

## Why are two forms of residency verification required?

The Acalanes Union High School District is a highly preferred school district. In some cases, documents have been changed to reflect an address within the district. It is the district's hope that families will seek appropriate legal admission of students to our district rather than falsify documentation. The district has no desire to see personal information such as amount of earnings, taxes or social security numbers. It is preferred that such items be inked out. One form of documentation must be provided from both of the following two groups showing both name and residence address:

Group 1	Group 2
<input type="checkbox"/> <b>Current Rental/Lease Agreement</b> <b>WITH the following:</b> -Parent/Guardian name(s) -Manager or owner name & telephone number -Verification of <b>occupancy for 2017-18 school year</b>  ❖ Does NOT include rented portions of a house or apartment or agreements formulated by relatives  <input type="checkbox"/> <b>Current Property Tax Bill</b> (online copies not accepted)  <input type="checkbox"/> <b>Current Homeowner's or Renter's Insurance Policy or Declarations</b> (not a bill/statement)	<input type="checkbox"/> <b>Current State or Federal Tax Returns</b> <b>WITH W-2 or 1099 attached</b>  <input type="checkbox"/> <b>Current Payroll Check Stub</b> <b>WITH name &amp; address</b> (not a personal check)  <input type="checkbox"/> <b>Current dated correspondence from an official government agency not used in group 1:</b> <ul style="list-style-type: none"> <li>• IRS/Social Security/Child Support/Foster Care</li> <li>• Voter Registration/Polling information (if recent reg. in CA)</li> <li>• Jury Summons/Subpoena</li> <li>• ANY Current Document from Federal, State, or County agency <b>excluding DMV</b></li> </ul>

## Will the district prevent students from enrolling until proof of residency is demonstrated?

The optimal situation is for residency verification to be completed prior to the start of school. However, the district may grant temporary 30-day residency to a student whose parent/legal guardian can provide a document from either of the two groups above to begin the residency verification process.

## How will unusual residency situations be handled?

District office staff is prepared to review documents and answer all questions that may arise during this process.