



RESIDENCY VERIFICATION GUIDELINES

LIST OF ACCEPTABLE RESIDENCY DOCUMENTS

All documents must be in its original format and UNEXPIRED

- Parents/guardians are required to verify DC residency each year, upon enrollment of the student.
- Parents/guardians may present one document from List A or two documents from List B in order to verify DC residency.
- Parents/guardians must provide original documents to school officials, and documents must be in the name of the enrolling parent/guardian. **School officials are required by DC law to photocopy residency documents for audit purposes.**
- Parents/guardians must also complete the DC Residency Verification form each year, upon enrollment. This document must be signed by the same enrolling parent/guardian whose name appears on the residency documents.

List A	List B
One of the following indicating name and address of enrolling parent/guardian.	Two of the following indicating name and address of the enrolling parent/guardian. The name and address must be the same on both documents.
A pay stub, issued within 45 days prior to school's review of residency documentation, showing DC address and DC tax withholding	Unexpired DC motor vehicle registration
Supplemental Security Income annual benefits notification	
Verification letter and Military Housing orders; or DEERS Statement	Unexpired DC motor vehicle operator's permit or official non-driver identification
An embassy letter indicating embassy sponsored housing in DC with embassy seal affixed	
Unexpired official documentation of financial assistance from the DC Government including TANF, Medicaid, SCHIP, SSI, housing assistance or other DC Government Programs	Unexpired lease with proof of payment within 2 months preceding school's review of residency documents
A copy of D-40 form certified by the DC office of Tax & Revenue form	
Proof that the child is a ward of the District of Columbia, in the form of a Court Order or notification from the DC Child and Family Services Agency	Utility bill (only gas, electric and water bills are acceptable) with receipt of payment within 60 days of school's review of residency documentation

Please note that at any time TCGDC may request additional residency verification documentation.

For questions and guidance, please contact the Enrollment Team at enroll@tcgdc.org or at 202-774-5442.