



## ONLINE RESIDENCY APPLICATION FREQUENTLY ASKED QUESTIONS

### 1. Who can use OSSE'S online residency application?

Parents/guardians and/or adult students may use this application if they:

- Are residents of the District of Columbia
- Filed a 2018 D40 tax return at least 21 days prior to using this application (NOTE: an Extension of Time to File Income Tax Return (FR-127) does not satisfy this requirement)
- Have child(ren) to be enrolled are listed on Schedule S of the enrolling parent/guardian or adult student's D40 tax returns
- Have child(ren) or are returning to the same school or school system from the previous school year
- Have child(ren) not entering grades pre-K3 or pre-K4

Parents/guardians with a child(ren) enrolling in a different school system or entering pre-K3 or pre-K4 must complete residency verification and the enrollment processes at the school their child(ren) will attend in the upcoming school year.

### 2. What information do I need to use to this online application?

The enrolling parent/guardian or adult student will need:

- a. A valid email address to receive correspondence throughout the residency validation process.
- b. The amount of net refund (D40, line 38) or tax amount due (D40, Line 37) from their District of Columbia 2018 tax form (D40) that has been filed and accepted by the DC Office of Tax & Revenue (OTR).
- c. The enrolling parent/guardian, adult student and child(ren)'s social security numbers.

### 3. Why do I need to enter my child's social security number?

Your child social security number(s) is needed to confirm the child through the Office of Tax and Revenue. The social security number also allows the Office of the State Superintendent of Education to find the student using a unique student identifier (USI). Once the student is identified, the social security number is not saved in the system. The system does not keep sensitive tax or social security information.

### 4. I received an unsuccessful message for the OTR submission result. I logged in and now I am locked out.

If you receive an unsuccessful message at the OTR Submission Result page, there are a variety of reasons that you see this screen. However, it is most likely that:

- The enrolling parent/guardian or adult student did not complete an accepted D40 tax form 21 days prior to using the system; or,
- The enrolling parent/guardian or adult student did not list the student on Schedule S of the submitted D40 tax form.

If you receive an unsuccessful message after five attempts, you will be unable to use the application. To complete the residency confirmation process, the enrolling parent/guardian or adult student must provide the required documents as proof of residency on-site at the school the child(ren) or adult student will attend during the 2019-20 school year. Required supporting documents are listed on the Office of Enrollment and Residency website <http://bit.ly/2sbFint>.

### 5. I received an email telling me a request was made to confirm DC residency status. What does this mean?

This email is to alert you that your information was entered into this application to confirm residency in the District of Columbia for the purposes of school enrollment.

### 6. I received an email stating my residency was confirmed. Does this mean I have completed the enrollment verification process for my child(ren) or for myself?

Confirming residency in the District of Columbia is the first step in the enrollment process. Once you have received confirmation that your residency has been confirmed through this application, you must complete enrollment forms at the school your child(ren) or you will attend in the upcoming school year.

### 7. I received an email stating my residency could not be confirmed. What does this mean?

Although the Office of Tax and Revenue was able to confirm residency in the District of Columbia, the child(ren) or your information was not found in OSSE's statewide data system. This means that you are unable to complete residency confirmation using the Online Residency Application. To complete the residency confirmation and enrollment process, please review the required supporting documents listed on the Office of Enrollment and Residency website <http://bit.ly/2sbFint>.