District of Columbia Office of the State Superintendent of Education

OSSE ONLINE RESIDENCY APPLICATION GUIDED REFERENCE

The District of Columbia Office of the State Superintendent of Education (OSSE) has partnered with the Office of Tax and Revenue (OTR) to assist with verifying residency as part of the annual enrollment process for District of Columbia public and public charter schools. Residency is defined as a person who establishes a physical presence in the District of Columbia and provides valid documentation. Verifying residency in the District of Columbia is the first step in the enrollment process. Therefore, once you have received confirmation that your residency has been verified through this application, you must still complete enrollment forms at the school your child(ren) will attend in the upcoming school year.

STEP 1 DETERMINE ELIGIBILITY TO USE OSSE'S RESIDENCY APPLICATION

Each of the following criteria must be met to use OSSE's Residency Application:

- Enrolling parent/guardian or adult student is a resident of the District of Columbia
- Enrolling parent/guardian's or adult student's 2025 District of Columbia Individual Income Tax Form (D40) was completed and accepted by OTR at least 21 days prior to using this system
- Enrolling parent/guardian DID NOT submit an Extension of Time to File Income Tax Return (FR-127) to the Office of Tax and Revenue for 2025.
- Enrolling students are listed on Schedule S of the enrolling parent/guardian or adult student's D40 tax returns

STEP 2 GATHER INFORMATION TO COMPLETE OSSE's RESIDENCY APPLICATION

1. Copy of the enrolling parent/guardian or adult student's 2025 District of Columbia Individual Tax Form (D40) that was submitted to the Office of Tax and Revenue – the required fields from the D40 are:
   a. Amount of Net Refund (D40, Line 43); or,
   b. Tax Amount Due (D40, Line 42)
2. The enrolling parent/guardian or adult student's social security number (SSN)
3. Enrolling student(s) social security number(s)
4. A valid and current email address to receive notices throughout the residency validation process

The 2025 D40 must be submitted and accepted by OTR at least 21 days prior to accessing OSSE'S Residency Application.

STEP 3 ACCESS OSSE'S RESIDENCY APPLICATION

Go to ossedctax.com.

This website must be viewed on either Internet Explorer version 10 or Chrome 43 and above.

STEP 4 REVIEW AND SELECT EACH OF THE AFFIRMATIONS

ALL affirmations must be selected before users are allowed access to the system.

STEP 5 ENTER AND CONFIRM EMAIL ADDRESS

OSSE and the Office of Tax & Revenue will send important notifications to the email address you enter and confirm.

STEP 6 COMPLETE USER VALIDATION

1. Select the "I'm not a robot" checkbox.
2. Follow instructions for similar image selection.
3. Select the **VERIFY** button
4. Select the **AGREE** button

STEP 7 ENTER INFORMATION FOR OTR VALIDATION

PARENTS/GUARDIANS enrolling DEPENDENT STUDENTS

1. In the "Parent/Guardian or Adult Student Information" section, enter the **Last Name, First Name, and SSN** of the primary parent/guardian
2. Enter the exact amount (dollars and cents) of NET REFUND (D40, line 43) or TOTAL AMOUNT DUE (D40, line 42) for tax year 2025.
3. Select the box that applies, "NET REFUND" or "TOTAL AMOUNT DUE"
4. In the "Student Information" section, select the **ADD STUDENT** button.
5. Enter the enrolling student's **Last Name, First Name, SSN, Date of Birth (i.e., MM/DD/YYYY) and enrolling school** for the 2026-2027 school year.
6. Select the **SAVE** button
7. Repeat steps 4-6 for additional children to be re-enrolled.

The student(s) to be enrolled in school during the 2026-27 school year must be listed on the Schedule S - Supplemental Information and Dependents of the parent/guardian 2025 Individual Tax Form (D40) filed with the DC Office of Tax and Revenue.

ADULT STUDENTS without DEPENDENT STUDENTS to be re-enrolled (adult student is only enrolling him/herself)

1. In the "Student Information" section, select the **SELF FILER STUDENT** button
2. **Last Name, First Name, and SSN** will auto fill the adult student information entered in the "Parent/Guardian or Adult Student Information" section.
3. Enter the Date of Birth **(i.e., MM/DD/YYYY)**
4. Select the school enrolling for the 2026-27 school year.
5. Select the **SAVE** button

ADULT STUDENTS with DEPENDENT STUDENTS to be re-enrolled (adult student is enrolling him/herself AND any dependents identified on Schedule S of the 2025 D40).

1. In the "Parent/Guardian or Adult Student Information" section, enter the **Last Name, First Name, and SSN** of the primary parent/guardian
2. Enter the exact amount (dollars and cents) of NET REFUND (D40, line 43) or TOTAL AMOUNT DUE (D40, line 42) for tax year 2025.
3. Select the box that applies, "NET REFUND" or "TOTAL AMOUNT DUE."
4. Enter your student's **Last Name, First Name, SSN, Date of Birth (i.e., MM/DD/YYYY) and enrolling school** (for the 2026-27 school year).
5. Select the **SAVE** button
6. Repeat steps 4-6 for additional children to be re-enrolled.

The adult student information is reviewed by the Office of Tax and Revenue and does not need to be entered in the "Student Information" section.

The student(s) to be enrolled in school during the 2026-27 school year must be listed on the Schedule S - Supplemental Information and Dependents of the parent/guardian 2025 Individual Tax Form (D40) filed with the DC Office of Tax and Revenue.

IMPORTANT

- Only D-40 tax returns that have been submitted and accepted by the Office of Tax and Revenue can be used for residency verification. An Extension to File a DC Income Tax Return (FR-127) cannot be used to verify residency.
- To allow for adequate processing time of the 2025 D-40, parents/guardians and adult students should wait a minimum of 21 business days after electronic submission or mailing to the Office of Tax before using OSSE's Residency Application.

STEP 8 SUBMIT INFORMATION TO THE OFFICE OF TAX AND REVENUE (OTR)

1. Review all information entered for accuracy.
   a. Select the EDIT button to change information
   b. Select the DELETE button to remove information
2. After reviewing the entered information, select the **SUBMIT** button.
   a. Do not log off or close the window. The system will notify the user immediately if the tax record was or was not found within OTR as an accepted return.
3. A screen titled "DC Residency D-40 Review – OTR Submission Result" will notify the user of residency confirmation.
   a. If the "Request Status" of the OTR Submission Result is "Success" this means the Office of Tax and Revenue was able to confirm the DC residency status of the enrolling parent/guardian or adult student.
   b. If you reach this stage, resubmit the identified student's information. If the same message, "Record Not Found" is repeated, the residency for this student is unable to be confirmed using the OTR Application. Residency verification must be completed at the school using the information found on the Office of Enrollment and Residency's Website.
4. The parent/guardian or adult student identified in Step Five will receive an email message notifying the user of the submission via the Office of Tax and Revenue.

STEP 9 RECEIVE RESIDENCY CONFIRMATION VIA EMAIL MESSAGE FROM OSSE

If the parent/guardian or adult student identified in Step Five receives an OTR Submission Result of "Success," an email from OSSE will be sent within 24-48 hours, verifying the completion of the second step of this two-part verification process. A separate email is sent to confirm either a successful or unsuccessful validation for each student entered in the "Student Information" section.

Successful:

Both the Office of Tax and Revenue and OSSE were able to confirm residency and identify the student within the database. The enrolling parent/guardian or adult student AND student(s) information submitted to the Office of Tax and Revenue has been successfully matched with the student record at OSSE.

This residency confirmation is only valid for the student listed who is enrolling within the DC public or public charter school system. The enrolling parent/guardian or adult student must complete enrollment and sign residency forms at the enrolling school.

Unsuccessful:

Although the parent/guardian or adult student was verified in the Office of Tax and Revenue, the student information was not able to be confirmed in the Office of the State Superintendent of Education's student database.

The enrolling parent/guardian or adult student must complete residency verification at the enrolling school using the documents specified on the Office of Enrollment and Residency website.

IMPORTANT

OSSE's Residency Application does not store social security numbers or tax information. Therefore, if the parent/guardian or adult student elects to retry after an unsuccessful attempt, it will be necessary to re-enter all required information (see Step 7) for students initially returned as "Record Not Found."

STEP 10 CONTACT THE SCHOOL TO COMPLETE THE ENROLLMENT PROCESS 2026-27 SCHOOL YEAR

Each school has its own individual enrollment processes. Therefore, contacting the school is necessary to complete the enrollment process which includes signing the DC Residency Verification Form.