

Parent/Guardian Residency Verification Form Quick Reference

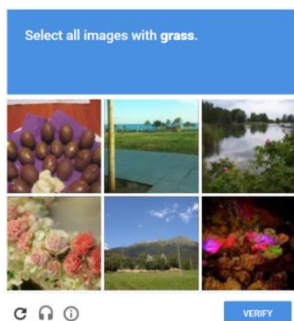
SLED Residency Verification Form Access

Important: OTR can only verify taxes submitted and filed by April 2019. If an extension was requested, this form cannot be used for Residency Validation.

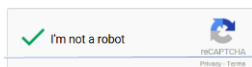
1. Launch the DC Statewide Longitudinal Education Data (SLED) program using <http://sled.osse.dc.gov>.
2. Select **Parent/Guardian** from the menu items then click **DC Residency Validation**.

Note: Carefully read the information provided. Ensure you have collected the items listed before entering the program.

3. On the Affirmation page, read and checkmark each affirmation listed.
4. Enter a current email address and confirm.
5. Click the **"I'm not a robot"** checkbox.
6. User Validations:
 - a. Pictures may appear to be selected based on the instructions given. Click the **Verify** button.



- b. Once successful the checkmark will be added; or
- c. The checkmark may be added without picture selections.



6. Click **Agree**; or click **Cancel** to return to the SLED home page.

DC Residency D-40 Verification

1. Enter the primary parent or guardian or adult student's last name, first name and SSN.
Note: This is the name found on the D-40 tax documents.
2. Select one of the 2018 Tax checkboxes; and then enter the associated dollar amount of your selection. Ensure the exact dollar amount is entered (dollars and cents).

Entering Adult Student Information

1. Click **Self Filer Student** button.
2. Last name, first name and SSN will auto fill the student information from the Parent/Guardian panel.

3. Add DOB; (1/23/15) then click the **Save** button to save the entry.
4. Click the **Edit** button to edit the information just entered; or click the **Delete** button to remove the information just entered.

Note: when Self Filer Student is selected no additional student names can be added to Student Information. If clicked by mistake, click Delete to remove the entry.

Entering Student Information

1. Click the **Add Student** button.
2. Enter the student's first name, last name, USI (if known), SSN, Date of Birth, and where he or she will be enrolled for School Year (SY) 2019-20 (if known).
3. Click the **Save** button to save the entry.
4. Click the **Edit** button to edit the information just entered; or click the **Delete** button to remove the information just entered.
5. Continue entering all students of this parent/guardian.

Note: USI and School are not required fields.

Submit the Form to OTR

1. Review all the information, and then click the **Submit** button.
PLEASE WAIT for a confirmation from OTR. Do not log off or close the window.
2. Or, click the **Cancel** button to return to the SLED home page and begin the form completion once again.

OTR Submission Confirmations

OTR will validate the parent/guardian and student information submitted. The transmission of information to OSSE will depend on OTR's response of Successful or Partial/Successful.

Note: the system will allow 5 tries to successfully validate the information per session. Users can return to try again by launching DC Residency Validation from the SLED home page.

Emails

1. Submissions will trigger an email for each student listed alerting users that a request was made to OTR.
2. Follow the instructions in the email if the OTR request is fraudulent.

From: SLED_Email <SLED_Email@dc.gov> Sent: Fri 3/31/2017 1:15
To: Callahan, Linda (OSSE)
Cc:
Subject: Office of Tax and Revenue Notice of Submission

This email is to inform you that you have authorized the Office of Tax and Revenue to forward your current year's D-40 tax information to the District of Columbia Office of the State Superintendent of Education (OSSE). This information is used to confirm District of Columbia residency. If this request was submitted in error, please forward this email to the OSSE Call Center at osse.callcenter@dc.gov or contact them directly at 202-719-6500.

**This email is for your information and does not require a response.

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OTR Submission Confirmations (continued)

Successful Validation

1. All parent/guardian and student information has been validated.
2. Student information is transmitted to OSSE for USI Matching.
3. Student Submission Status will show Success. Users can exit the program.

First Name	Last Name	USI	Date Of Birth	School Name	Request Status
April	Johnson	667789900	01/01/2009	N/A	Success
August	Johnson	1122334455	01/01/2009	N/A	Success

DC Residency D-40 Review - Success
Thank you for your submission. Your request for D-40 residency verification was successful and verified by the DC Office of Tax and Revenue. Your residency verification has been transmitted to the State Longitudinal Education Data (SLED) system to verify student participation in the District of Columbia public school system. You will receive an email notification within 48-72 hours of acceptance or non-acceptance of the student information submitted.

[Close Window](#)

Partial/Successful Validation

Note: the system does not store social security or D-40 tax information so when Retry is selected this information will need to be reentered along with any additional edits to the student information.

1. Some information could not be validated.
2. Review each student's submission status. Click **Retry** to correct student issues.
3. If multiple students are listed with some successful and some not successful, the program will only list students not transmitted to OSSE when **Retry** is selected.
4. Click **Submit** to re-submit the changes to OTR.

First Name	Last Name	USI	Date Of Birth	School Name	Request Status
Johnny	Anderson		03/13/2009	N/A	Success
Cindy	Anderson		03/03/2010	N/A	Record Not Found

DC Residency D-40 Review - Partial/Unsuccessful
Some of the information submitted on this form was unable to be verified by the District of Columbia Office of Tax and Revenue. Select "Retry" to enter the correct information; or, select "Cancel" to return to the SLED home page without correcting the information.

Student information with a request status of "Success" in the table above has been transmitted to the State Longitudinal Education Data (SLED) system for verification of student participation in the District of Columbia public school system. You will receive email notification within 48-72 hours of acceptance or non-acceptance of the student information transmitted.

[Retry](#) [Cancel](#)

Unable to Validate

1. After submitting five (5) times without success, the system notifies the user to contact their school for next steps.

First Name	Last Name	USI	Date Of Birth	School Name	Request Status
Johnny	Anderson		03/13/2009	N/A	Success
Cindy	Anderson		03/03/2010	N/A	Record Not Found

The information submitted on this form was unable to be verified by the District of Columbia Office of Tax and Revenue. Please contact the school directly for information on verification requirements.

[Close Window](#)

2. Click the **Close Window** button to return to the SLED home page.

SLED USI Matching

Parents or guardians or Adult Students will receive an email for each student name transmitted to SLED with a successful or unsuccessful Unique Student Identifier (USI) match. If unsuccessful, follow the instructions in the email for next steps.

Unsuccessful USI Matching

From: SLED_Email [mailto:SLED_Email@dc.gov]
Sent: Monday, March 27, 2017 9:13 AM
To: Zhang, Wei (OSSE); Zhang, Wei (OSSE)
Subject: Email non-USI confirmation to Parent/Guardian

Dear JOHN ACKER:

Using the student information submitted, the Office of the State Superintendent of Education (OSSE) was not able to verify the Unique Student Identifier (USI) for Jesse Acker to verify bona fide District of Columbia residency. Please contact your student's school for next steps.

****Please do not respond to this email.**

Successful USI Matching:

Email USI confirmation to Parent/Guardian

SLED_Email <SLED_Email@dc.gov>
Sent: Mon 3/20/2017 12:16 PM
To: sponsor_sm@gmail.com; Callahan, Linda (OSSE); Zhang, Wei (OSSE); Shrestha, Suraj (OSSE-Contractor)

Dear John Smith:

Thank you for your submission. The Unique Student Identifier (USI) for Sharon Smith has been verified by the State Superintendent of Education (OSSE) as a bona fide resident of the District of Columbia. This information is now available to your school. Please print this email for your records.

****Please do not respond to this email.**

OTR Standard Responses after Submit

Success – The student information was accepted and validated by OTR.

Record Not Found – The student information was not found in the OTR records. Click **Retry** to reenter the information.

OTR Not Available – The OTR system is not available at this time. Try again later.

Invalid Tax Information – The tax information was not found in the OTR records. Click **Retry** to reenter the information.