Residency Documentation

This bulletin applies to the Private School Choice Programs (Choice) which includes the Milwaukee Parental Choice Program (MPCP), Racine Parental Choice Program (RPCP), and Wisconsin Parental Choice Program (WPCP). The information in this bulletin is based on Wis. Stats. §§118.60 and 119.23 and Wis. Admin. Code PI 35 and PI 48. Please see the Income Documentation Bulletin for information about the income requirements and the Application Verification and Corrections FAQ for information on verifying applications in the Online Application System (OAS) and correcting OAS application data. These documents are available at Choice Programs: School Application Processing. *Training 8: Student Applications & Eligibility* on the On Demand Training webpage also provides information on how to complete the application eligibility determination, including print screens of the OAS screens.

In addition to the resources available for schools, the DPI has a Frequently Asked Questions for Parents webpage that includes answers to common questions and an Allowed Residency Documents list for parents, which is available on the School Application webpage.

The school is required to determine that **all** accepted applicants meet the residency requirements described in this bulletin. **Schools must retain all residency documentation for applications submitted to the school. It is recommended that schools use the Student Application checklist available at** Choice Programs: School Application Processing **to ensure each student file includes all required documentation.**

The determination of which program a student is eligible for is based on where the family lives at the time of application:
1. Students who reside in the City of Milwaukee (Milwaukee Public School District) may participate in the MPCP.
2. Students who reside in the Racine Unified School District (RUSD) may participate in the RPCP.
3. Students who reside in Wisconsin but are <u>outside</u> the City of Milwaukee and the RUSD may participate in the WPCP.

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<u>**STEP 1 – SCHOOL DISTRICT VERIFICATION**</u>

School District Verification Documentation Options

Schools must obtain one of the documents listed below to verify the applicant's address is located in the school district listed on the OAS Application Verification screen. Schools should maintain a screen print or printout of one of the documents listed below that includes the address and school district for their auditor's review. Please see the frequently asked questions in Appendix A for answers to commonly asked questions regarding school district verifications.

If an applicant that applied in the previous year does not move, the school can make a copy of the prior year school district verification for the current year application file rather than completing a new school district verification.

If a school is not able to determine a student's school district using the methods provided below, the school should contact the county clerk, city clerk, or public school district and request an email or a letter on their official letterhead stating the school district in which the address is located.

<u>**MPCP:**</u> If an applicant is applying to the MPCP, schools must use one of the following school district verification methods:
- Copy of the prior year school district verification if the applicant has not moved.
- [My Milwaukee Home](#): Addresses that are included in My Milwaukee Home are in the City of Milwaukee.
- [Milwaukee Election Commission](#): If the address is in the City of Milwaukee, a voting location and office holder report will be displayed.
- One of the general options listed under "WPCP, MPCP & RPCP".

<u>**RPCP:**</u> If an applicant is applying to the RPCP, schools must use one of the following school district verification methods:
- Copy of the prior year school district verification if the applicant has not moved.
- [RUSD transportation website](#): Addresses that are in the RUSD transportation website are in the RUSD.
- One of the general options listed under "WPCP, MPCP & RPCP".

<u>**WPCP, MPCP & RPCP:**</u> The following are the only options that the school may use to verify the school district in which an address is located, other than the MPCP and RPCP options identified above for students applying to the MPCP or RPCP.
- Copy of the prior year school district verification if the applicant has not moved.
- Copy of a property tax bill that identifies the school district. Please note that certain individuals (such as those who rent) may not have a copy of the property tax bill.
- [My Vote Wisconsin](#) can be used for addresses where the school district is shown for school board elections. Click "What's on my Ballot". Enter address and click search. Scroll down to see if there is a school board election with the school district name. **If there is not a current election that shows the school district, My Vote Wisconsin cannot be used as a school district verification document.**
- County Clerk or County Assessor Websites if they identify the school district for the address:
  - [Wisconsin County Clerks Profiles](#). Click on the applicable county on the map.
  - [Wisconsin Land Information Parcel Initiative County Contacts](#) Click on the applicable county under the Real Property Lister Link column.
  - Some examples of county assessor websites that include the school district are:
    - [Dane County Assessor](#): Search by address and scroll to the District Information section.
    - [Brown County Assessor](#): Search by address and scroll to the District section.

- ▪ [Waukesha County](#): Search by address and use the school information in the district section.
- ▪ [Milwaukee County Web Portal](#): The portal can be used for addresses located in Milwaukee County that are outside the city of Milwaukee. In the Property Address section, search for the address, click on the address at the bottom, and go to the Property tab for the address. The district will be identified in the "District" section with a category of "Regular School".
- City Clerk or City Assessor websites: Search to see if there is an online site for the city that contains property tax bills with the school district identified or a page that identifies the school district.
- [Statewide Parcel Map](#): See Appendix B for detailed instructions.
- Public School District Online Interactive Boundary Map Websites: A public school district website can be used by schools to verify the school district if it has an online interactive map that displays the parent's address and either has a notation on the map (pin, flag, dot, etc.) showing the address is located within the school district or indicates the address is or is not located within the school district (this may be identified by indicating which public school the child would attend in the district). An example is the [Kenosha Unified School District (KUSD) Boundary Interactive Map.](#) On this map, addresses are displayed if they are in the district. The message "No results found for…." is displayed for addresses outside the district.
- **If a school is not able to determine a student's school district using the methods provided above, the school should contact the county clerk, city clerk, or public school district and request an email or a letter on their official letterhead stating the school district in which the address is located.**

Student Applies for Incorrect Program

If the school district is incorrectly identified for a student except for the WPCP school district changes identified below, the parent/guardian must log back into the application before the end of the open application period, change the school district to the correct district, and the parent/guardian must resubmit the application. If the student applies to MPCP or RPCP and is eligible for the WPCP based on the correct school district, the application must be resubmitted by the end of the WPCP open application period or the applicant will be ineligible since there are no additional open application periods for the WPCP. The required school districts for each program are as follows:

1. Applicants Applying to MPCP: The address must be in the City of Milwaukee (Milwaukee Public School District). If not, the MPCP application is ineligible.
2. Applicants Applying to RPCP: The address must be in the RUSD. If not, the RPCP application is ineligible.
3. Applicants Applying to WPCP: The address must be in Wisconsin but not in the City of Milwaukee (Milwaukee Public School District) or RUSD. If not, the WPCP application is ineligible.

School District Identified on WPCP Application Incorrect

If the school district on the OAS Application Verification screen for a WPCP application is incorrect and the correct school district is in Wisconsin but not in the City of Milwaukee or RUSD, the school district can be corrected as follows:

- Prior to the end of the WPCP open application period: The parent must log back into the application, correct the school district, and resubmit the application.
- After the end of the WPCP open application period: The school must email privateschoolchoice@dpi.wi.gov as soon as possible and identify the required change. This email must include the student's name and the correct school district.

<u>**STEP 2 – OBTAIN RESIDENCY DOCUMENTATION**</u>

Schools must obtain the required residency documentation from the parent/guardian during the application period the parent applies. The residency documentation cannot have any information, including dates, covered with white-out. The residency documentation must meet all of the requirements below.

Required Date

All residency documentation must be dated between three (3) months prior to the start of the open application period in which the application was received and the end of the open application period in which the application was received. The allowed dates are identified in the OAS Application Verification screen. If a lease agreement with a term is obtained, the date the application is received must fall within the term of the lease. The start date of a month to month lease must be dated between three (3) months prior to the start of the open application period in which the application is received and the end of the open application period in which the application was received.

Allowed Residency Documents

The list below includes all acceptable forms of residency documentation.

1. Wage statement (i.e. pay check stub) or 2022 Form W2 Wage and Tax Statement. Note: 2022 Form W2 Wage and Tax Statements are not acceptable for applications received after April 2023.
2. Water, sewer, gas, electric, cable, satellite, or landline phone bill. Cell phone bills are not acceptable. Schools should use the bill date or the last meter reading date on a utility bill to determine that the bill meets the date requirements describe in the previous section. The bill must be for services at the address on the application. If the bill includes both a mailing address and a service address, the addresses must match, unless the mailing address is a PO Box or email address.
3. Letter from the water, sewer, gas, electric, cable, satellite, or landline phone utility, regarding these utility services at the address on the application. This letter must have been sent to the address on the application. Examples of this letter include a letter from the utility company establishing service at the new address or a past due letter sent to the address on the application for service at that address.
4. Signed and dated lease agreement with a term that includes the date the application was received. The lease agreement must be complete and legible. Expired leases are not acceptable. Generally, schools should try to obtain one of the allowed residency documents other than month-to-month leases. However, if a month-to-month lease is used, the start date must be during the required dates. Rent receipts ARE NOT an allowed residency document.
5. Governmental correspondence. Examples include a property tax bill, Supplemental Security Income "SSI", Wisconsin Works "W2" Cash Benefits, Temporary Assistance for Needy Families "TANF," Food Share "Food Stamps," United States Postal Service, or Housing Assistance letter. An additional example is a license plate renewal postcard from the Wisconsin Department of Transportation. Printed statements from Access.gov can be used as residency support if the statement includes a date that shows it meets the date requirement and the parent name. Documents sent from a third party provider for a government agency, such as a loan service provider for governmental loans, are not considered governmental correspondence.
6. Homeless individuals may identify a location for their residence if it is an identifiable location which could conceivably serve as a temporary residence. A homeless family should provide a letter on the organization's letterhead from a shelter for the homeless or from a private or public organization providing services for homeless individuals that is signed and dated by a representative of the organization indicating that the family lived at the location during the required dates.

7. Properly completed [Alternative Residency Verification Form (Form PI-PCP-51)](#) only for situations where: (a) the student is not living with one of his or her parent(s)/guardian(s) (parent); or (b) the parent(s) does not have one of the residency documents in 1-6 or 8 and someone else living at the address on the application is able to provide one of the residency documents in 1 through 5 above for the family. The form must be fully completed, including being signed by the household occupant and the parent/guardian. Additionally, the required documentation from the household occupant and parent/guardian must be provided during the open application period the application is received.

8. Safe at Home card. If the family participates in the Safe at Home program through the Wisconsin Department of Justice, the school must obtain the Safe at Home card (card) from the parent and complete the following:

    - Verify that the parent/guardian first and last name on the card match the OAS Application Verification screen.
    - Determine that the card is not expired. If the card is expired, the family must get an updated card or they must update and submit the application without using the Safe at Home option.
    - Verify that the address on the card matches what is in the OAS Application Verification screen. The unit number on the card does not have to be listed on the OAS Application Verification screen. If the family has a card that is not expired and the address on the OAS Application Verification screen does not match the card, the address in OAS must be corrected as explained in the Application Verification and Corrections FAQ.
    - The school does not need to obtain a school district verification document for the address.
    - The school may check the boxes on the OAS Application Verification screen that the family resides at the address on the card and that the address is located in the listed school district.

9. If the parent/guardian does not have any of the documents above, a document approved in an email by the DPI. Before requesting approval from the DPI, schools must first work with parents/guardians to obtain a document from the list above that meets the requirements. If the parent/guardian cannot provide any document from the list above, the school may email privateschoolchoice@dpi.wi.gov **all** of the following for review:

    - The student's application ID number; and
    - A statement that "The school has worked with the parent/guardian to verify that they do not have any of the other standard residency documents listed in the Residency Documentation Bulletin." ; and
    - An attachment of a document the parent/guardian has that is not from the list above but otherwise meets the residency documentation requirements.

Required Matching Address Components

The address must be the student's address at the time of application. The chart below outlines which address elements on the residency documentation are required to match the OAS Application Verification screen and the school district verification document. If the address on the school district verification document does not contain one of the required matching elements, such as a street direction or a suffix, that element(s) should not be on the residency documentation or the OAS Application Verification screen.

If element below is listed on the School District Verification Document	Match Required?
Street Number	Yes
Street Direction (North, South, etc.)	Yes (abbreviations are allowed)
Street Name	Yes
Street Suffix (Lane, Road, Avenue, etc.)	Yes (abbreviations are allowed)
Unit/Apartment Number or Description (Upper, Lower, Unit E10, Apt 207, Lot 7, etc.)	No
City	Yes (abbreviations are allowed)
State	Yes
Zip Code	No

If the address in OAS is incorrect, it must be corrected as described in the Application Verification and Corrections FAQ. No changes are required if the differences are only spacing, capitalization, or punctuation differences. Additionally, no changes are required if the street direction, street suffix, and/or city have differences due to abbreviations being used. Further, the school does not need to get new residency documentation or make corrections to OAS if differences are identified for the unit/apartment number, description, or the zip code since a match is not required for these address components.

Parent/Guardian Name Match

The first and last name of the parent/guardian on the residency documentation must match one of the parent's/guardian's names on the OAS Application Verification screen. The middle initial/name and suffix do not need to match. Additionally, differences due to punctuation, spacing, or capitalization do not need to be corrected. If the parent/guardian name in OAS is not the parent/guardian's legal name, the name must be corrected as described in the Application Verification and Corrections FAQ.

Legal Name Change
If the residency documentation provided **during the open application period** does not have the parent/guardian's current legal name, additional documentation must be obtained. If the parent has residency documentation with the current legal name, it should be provided to the school. If the parent provides residency documentation with the parent's previous legal name, the school should obtain additional documentation showing the names are for the same individual. Examples of acceptable additional documentation include a birth certificate, marriage certificate, divorce decree, certificate of naturalization, certificate of citizenship, court order indicating the name changed, etc. Either a copy of the document or the information explained in Appendix C must be maintained in the student file. Appendix C explains the documentation that must be included in the student file for a birth certificate, marriage certificate, certificate of naturalization, or certificate of citizenship since these documents cannot be copied.

Name Misspellings, Name Abbreviations and Multiple Last Names
If the parent/guardian's name is misspelled or abbreviated on the residency documentation or for cases where a parent has multiple last names and the parent's last name in OAS does not match the name on the

residency documentation, the parent can email or provide a signed letter to the school stating the following: "My correct legal name is (name in OAS). The name on my residency documentation is (name on residency documentation). My name is incorrectly spelled on the documentation and correct on the Online Parent Application."

> Some examples of these cases include:
> - Name misspelled (i.e. Jennifr vs Jennifer, Joseph vs Josaph, Theresa vs. Teresa)
> - Name abbreviated (Dan vs Daniel, Suzie vs Susan, Mike vs Michael)
> - Multiple last names (Maria Gonzalez-Dominquez vs Maria Gonzalez)
>
> A letter would not be sufficient for differences if there are different names. Some examples where a letter or email would not be sufficient include:
> - Ralph Smith vs Ralph Weber
> - Cynthia Anderson vs Cynthia Allison
> - Ronald McGregory vs Thomas McGregory

Please see the [Application Verification and Corrections FAQ](#) for further information: (a) on how to make corrections if the parent/guardian name is incorrect in OAS or on the residency documentation; and (b) for examples of what does and does not require a correction to OAS.

Required Date for Additional Documentation and Email/Letter
The additional documentation or email/letter must be obtained as soon as possible. The documentation must be available for the auditor to review as part of the September Enrollment Audit (for applications received from February to September) or January Enrollment Audit (for applications received from October to January). If the additional documentation is not provided to the school by the due date of the applicable Enrollment Audit, the application will be determined ineligible.

Corrections to Residency Documentation

The school must receive residency documentation in the same open application period in which the application is received. If the school identifies that this residency documentation does not have the required date, is not one of the allowed residency documents, or does not include the correct address (including all of the required components) during its acceptance/denial process, the school may obtain additional residency documentation if the original residency documentation received during the open application period included one of the parent's names and an address. The additional residency documentation must be received before the application is determined eligible in the OAS Application Verification screen and meet the following requirements:

- Include the correct address and all required address components as described above;
- Include a required date (described in the required date section); and
- Include the name of a parent/guardian on the application (if a parent/guardian on the application is not able to provide one of the residency documents in 1-6 or 8-9 in the documentation section, the application is not correctable);

Make sure to retain the originally provided documentation and write "Original" on it with the date it was received. Then, write "Correct" on the accurate documentation and the date it was received.

No changes may be made to the Alternative Residency Verification form and no additional documentation may be received after the open application period if an Alternative Residency Verification form is used for an application.

Please note that if the school identifies the application is ineligible based on the documentation received during the open application period and the school is not able to obtain the alternative documentation, the school must find the application ineligible. As a result, the school must receive the alternative documentation by the following dates in order to find the application eligible:

- MPCP or RPCP application: The school must determine if all applications are eligible the earlier of the following:
  - Prior to the next open application period
  - Within 60 days of the end of the open application period during which the student's application is received
  - Prior to the next count date
  - Prior to completing the random drawing (if applicable)
- WPCP application: By the 1st weekday in May

See the Application Verification and Corrections FAQ for information on how to correct the application if the school identifies that the documentation is correct and the OAS application information is incorrect.

WPCP ADDRESS CHANGES

WPCP Waiting List Moves

If a student on the WPCP waiting list moves between the day after the end of the WPCP application period and the 3rd Friday in September, the school must email privateschoolchoice@dpi.wi.gov as soon as possible but no later than the 3rd Friday in September with the student name, new student address, and school district of new address.

WPCP Student Moves Between the Day After the End of the WPCP Application Period and the 3rd Friday in August

If a WPCP student moves between the day after the end of the WPCP open application period and the 3rd Friday in August, the school should proceed as explained below:

WPCP Student Moves and Wishes to Transfer to a Different School

If a WPCP student moves to the City of Milwaukee or RUSD and the student would like to transfer to a different school, the student would need to apply to the school they would like to attend during the MPCP/RPCP open application period for the school, if there are any remaining. If the student accepts a seat in the MPCP or RPCP, the school should send a WPCP withdrawal notification to the DPI using the process in the "WPCP Random Selection – Student Withdrawals:" section of the Application Process Bulletin.

If the student moves and the school district for the new address is in Wisconsin but outside the City of Milwaukee and the RUSD and the student would like to transfer to a different WPCP school, the school must notify the DPI as soon as possible between the 1st weekday in August and the 3rd Friday in August. Between the 1st weekday in August and the 3rd Friday in August, the DPI may transfer the applications of certain students to a different private school participating in the WPCP only if:

- The student applied and was determined eligible to participate in the WPCP during the open application period;
- The student's residence changed between the day after the end of the WPCP open application period and the 3rd Friday in August, and the student continues to reside in a Wisconsin school district other than RUSD or the city of Milwaukee;
- The private school to which the student's application is transferred to has space available in the student's grade; and
- The student resides in a school district that has not exceeded its participation limit in the WPCP.

The school that the student is requesting to transfer to must do the following:

1. Complete Step 1 - School District Verification and Step 2 - Obtain Residency Documentation above for the student's new address. Schools must obtain new residency documentation dated between the day after the end of the WPCP application period and the 3rd Friday in August showing the new address and keep the new residency documentation for their auditor's review. Other than the date requirement, the residency documentation must meet the requirements described in Step 2 - Obtain Residency Documentation.

2. Email the DPI at PrivateSchoolChoice@dpi.wi.gov the information below by the 3rd Friday in August. Please provide the information in the email to the DPI using the same order and numbers below.
   i. Student name.
   ii. Date student residence changed (i.e. list the date between the day after end of WPCP application period and 3rd Friday in August that the student moved to the new address).
   iii. New student address.
   iv. School district of new student address.
   v. A statement that the school has space available in the grade(s) for the student(s).
   vi. A statement that the school has obtained the new residency documentation. The school should not email the new residency documentation to the DPI. The school should keep the documentation in the student's file for the school auditor's review.
   vii. Attach an email from parent or letter signed by a parent on the application showing the transfer request that includes the student name.

The DPI will review the request and notify the school whether or not the application may be transferred shortly after the 3rd Friday in August. If the transfer request is approved for a new student that used the DPI income determination method, the school that the student transferred to will need to obtain the income documentation from the school where the student had an accepted application.

WPCP Student Moves and Wishes to Stay at Same School

If the student moves and is residing within the same Wisconsin school district, the school does not need to contact the DPI. If the student is a WPCP incoming pupil, the school should make the address change for the student on the September Count Report in OAS. The new residency documentation obtained by the school must be dated between the 3rd Friday in August and the last weekday in September. See the WPCP Incoming Pupil Address Verification section of the Residency Documentation Bulletin for additional information.

If the student moves to a different Wisconsin school district outside the city of Milwaukee and the RUSD and would like to stay at the same school, the school must email the DPI at PrivateSchoolChoice@dpi.wi.gov as soon as possible and by the 3rd Friday in August with the student name, new student address, and school district of new address. The DPI will review the information and inform the school of the next steps. After the 3rd Friday in August, the school should follow the process in the WPCP Incoming Pupil Address Verification section of this bulletin.

If the student moves to the city of Milwaukee or the RUSD and would like to stay at the same school, the following should be completed:

- o If a WPCP student moves to the city of Milwaukee or the RUSD and the school participates in the applicable program (i.e. MPCP or RPCP):
  - ▪ If the school has a remaining MPCP/RPCP open application period and seats available in the student's grade, the school should request that the student apply to the applicable program. If the student applies and has accepted a seat in the MPCP or RPCP, the school should send a WPCP withdrawal notification for the student to the DPI using the process in the "WPCP Random Selection – Student Withdrawals:" section of the Application Process Bulletin.

- If the school does not have any remaining MPCP/RPCP open application periods or seats available in the student's grade, the DPI may transfer an accepted application from the WPCP to the RPCP or MPCP **at the same school** if the student moves to the city of Milwaukee or the RUSD and the school participates in the applicable program.

  o Schools aware of a WPCP student that has moved to the city of Milwaukee or the RUSD by the 3rd Friday in August should complete the following if the school participates in the applicable Choice program where the student moved:

     1. Complete Step 1 – School District Verification and Step 2 – Obtain Residency Documentation above for the student's new address. Schools must obtain new residency documentation dated between the day after the end of the WPCP application period and the 3rd Friday in August showing the new address and keep the new residency documentation for their auditor's review. Other than the date requirement, the residency documentation must meet the requirements described in Step 2 – Obtain Residency Documentation.
     2. Email the DPI at PrivateSchoolChoice@dpi.wi.gov the following **by the 3rd Friday in August**:
        i. Student name
        ii. New address and school district of new address.
        iii. A statement that the school does not have any remaining MPCP/RPCP open application periods where the student could complete a new Choice application by 3rd Friday in September OR that the school has a waiting list for the MPCP/RPCP student's grade where the student would not get a seat if the student applied in a school's MPCP/RPCP open application period.
        iv. A statement that the school has obtained the new residency documentation. The school should not email the new residency documentation to the DPI. The school should keep the documentation in the student's file for the school auditor's review.

     The DPI will review the request and notify the school whether or not the application may be transferred.

  o If the school determines after the 3rd Friday in August that a WPCP incoming pupil moved as of the 3rd Friday in September to the City of Milwaukee or RUSD, the school should complete the steps identified in the WPCP Incoming Pupil Address Verification section below.

- o If an incoming WPCP pupil moves to the city of Milwaukee or the RUSD on or before the 3rd Friday in September and the school does NOT participate in the applicable program (i.e. MPCP or RPCP), the student will not be eligible to participate in the Choice program at that school for that school year. The student may apply to a different school during a remaining MPCP/RPCP open application period. See the next section for information on how to determine which pupils are incoming WPCP pupils.

WPCP Incoming Pupil Address Verification

Schools must confirm that all incoming Choice pupils participating in the WPCP still reside at the address on their application as of the 3rd Friday in September. Incoming Choice pupils are those who first begin participating in a Choice program under Wis. Stat. 118.60 in 2015-16 or thereafter. Schools do not need to obtain new residency documentation or notify the DPI that the address changed if the WPCP incoming pupil's address changes after the 3rd Friday in September. This procedure is not required for MPCP or RPCP students.

You can obtain the address provided on the application for all of the students at the school by using the "Export to Excel" function in OAS. The Export to Excel function will also identify which pupils are incoming Choice pupils. The Export to Excel function is available under the "Applications" section on the left navigation bar in OAS.

If a pupil participating in the Safe at Home program is an incoming Choice pupil, the school must determine whether the district on the application is the same district where the student resides as of the 3rd Friday in September. If the parent/guardian notifies the school that the school district has changed, the school must identify the district where the student resides as of the 3rd Friday in September on the 3rd Friday in September Pupil Count Report.

Address Confirmation

When confirming the addresses are still current for incoming WPCP pupils, the DPI recommends using one of the following procedures:
1) Compare busing records indicating the pickup location for students to the address listed in OAS.
2) Email or call the parent to confirm their current address. The email address and phone number for all parents are available in the Export.

Requirements if an Incoming WPCP Pupil Moved

If an incoming WPCP pupil moved, except for pupils participating in the Safe At Home program, complete the following:
1) Obtain, from the parent/guardian, one of the allowed residency documents listed in Step 2 - Obtain Residency Documentation dated between the 3rd Friday in August and the due date of the 3rd Friday in September Pupil Count Report that indicates the new address. The most common residency documents for a family that recently moved are a new lease agreement, a confirmation letter of address change from the United States Postal Service, or a letter from the utility company establishing service at the new address. This documentation must have one of the parent/guardians' names and the new address.
2) The school must determine the school district in which the new address is located using one of the options described in Step 1 - School District Verification by the due date of the 3rd Friday in September Pupil Count Report. Once this verification is complete, make a copy for the school's records and the auditor's review during the September Enrollment Audit.

Reporting Address Changes in September Pupil Count Report

The 3rd Friday in September Pupil Count Report will include a re-verification of the address for all incoming WPCP pupils. In the count report the school will need to indicate whether the address has changed for each incoming WPCP pupil. If the address has changed, the school will need to:
1) Input the new address,
2) Input the school district for the new address, and
3) Verify that the school received residency documentation with the new address on it.

Please note that no student who has already been given a seat will lose it at the school they are attending due to moving to a district that is at the pupil participation limit.

The auditor will review the new residency documentation for any incoming WPCP pupil that moved when completing the September Enrollment Audit.

<u>**Appendix A: Frequently Asked Questions**</u>

School District Verification

1. **What should schools do if they cannot find the school district for an address using the methods provided?**

   If a school is not able to determine a student's school district using the methods provided above, then the school should contact the county clerk, city clerk, or school district and request an email from them or a letter on their official letterhead stating the school district in which the address is located.

2. **What if the school district verification document only shows the public school district number and not the public school district name?**

   If only the public school district number is identified, cross reference the public school district number (which will be identified as the "LEA Code") with the public school district name on the Public School District Directory and write the public school district name on the printout.

3. **What parts of the parent's/guardian's address must match the address on the school district verification document?**

   See the table in the Step 2 – Obtain Residency Documentation section for the parts of the address that must match.

4. **Does the address on the residency documentation, the school district verification document, and the OAS verification screen need to match?**

   Yes, except for the unit or apartment number and zip code.

5. **What if the unit/apartment number and/or zip code are not available from the documentation sources to verify which public school district an address is located in?**

   The address on the school district verification document is not required to have a unit/apartment number, description, and/or a zip code since these are not required matching elements.

   For some properties (i.e. trailer parks, apartment buildings, etc.), the apartment number, unit number, trailer park lot number, and/or the zip code may not be available from the verification methods.

   Reminder: As noted in in the Required Matching Address components section, if the address on the school district verification document does not contain one of the **required** matching elements, such as a street direction or a suffix, that element(s) should not be on the residency documentation or the OAS Application Verification screen.

6. **What if the parcel contains multiple properties and a different address comes up when you enter the parent's address?**

   For parcels that contain multiple properties (i.e. duplex, townhome complex, trailer parks, etc.), the address may have multiple street numbers in one parcel or have a main address with sub addresses. Schools should look at the county and city assessor web sites to try and connect the main parcel address to the parent's address. Some sites call these sub parcels or child parcels. Schools should keep documentation showing the main parcel address with the public school district and the documentation connecting the sub or child parcel to the main parcel.

7. **What parts of the street name need to be included on the residency documentation and in OAS for Martin L King Jr Drive in the City of Milwaukee in order for the school to accept a residency document or verify that the address in OAS matches the school district verification document?**

   The address must include a street direction of North (may be abbreviated as N), street suffix of Drive (which may be abbreviated as Dr), and have a city of Milwaukee. The street name must either be MLK or include all of the parts of the street name identified below:

Part of Street Name	Required on Residency Documentation and in OAS?
Doctor or Dr	No-but may be included on residency documentation or in OAS at the beginning of the name
Martin	Yes
L or Luther	Yes
King	No
Jr	No

   If the other required address components meet the requirements identified in the Required Matching Address components section and the street name meets the above requirements, the school may accept the residency document. The school must ensure the supporting residency documentation meets all other requirements in this bulletin.

8. **Does the parent's/guardian's name have to match the owner's name on the document used to verify the school district?**

   No. The name on the school district verification document does not need to match the parent/guardian name on the application. The purpose of the school district verification is to verify the school district in which an address is located. Schools obtain a proof of residency document from the parents/guardians to determine if the parents/guardians reside at the address on the application. Because some individuals do not own their residence, their name may not be on the document used to verify the school district.

Residency Documentation

9. **What date should be used for utility bills?**

   If the utility bill does not indicate the bill date, the school should use the last meter reading date or the balance/amount due "as of date" on the utility bill to determine that the bill meets the date requirements explained above. The balance/amount due line may include language such as "Balance As of {date}" or "Current Charges as of {date}". These dates are different than the date the bill is due. If the utility bill only includes the date the bill is due, the school should obtain another document that meets the requirements. The bill must be for services at the address on the application. If the bill includes both a mailing address and a service address, the addresses must match, unless the mailing address is a PO Box or email address.

10. **What date should be used for property tax bills?**

    A year end property tax bill for the previous year can be used for applications received from February through April. For application periods after April, the property tax bill must include a billing date that meets the residency date requirement or the parent must be able to provide documentation showing when the bill was sent out so that the school can confirm it is meets the date requirements.

11. **What should the signature dates be on the Alternative Residency Documentation Form? Can a family provide the form to the school during the application period in which the parent applies with the date the form is signed not being during the same open application period in which the parent applied?**

    The signature dates on the Alternative Residency Documentation Form, in section IV and V, must meet the date requirements listed on the OAS Application Verification screen for the student application. The signature dates must be between three (3) months prior to the start of the open application period in which the parent or legal guardian submits the online application to the school and the end of that open application period. The required residency documentation provided to the school, per section III of the Alternative Residency Documentation Form, must meet the date requirements on the form and on the OAS Application Verification screen. The form and the section III required attachments (residency documentation and parent document) must be provided to the school during the application period in which the parent applies. The Alternative Residency Documentation Form is available on the https://dpi.wi.gov/choice and [Choice Programs: School Application Processing](#) webpages. No corrections may be made to the Alternative Residency Documentation form after the open application period in which the application is received. If the form is not correctly completed or if the required documentation is not provided during the open application period, the application is ineligible.

12. **Is a pay check or pay check stub acceptable residency documentation and what date should be used on the document to determine if it meets the date requirements?**

    Yes, a pay check or pay check stub would be considered a wage statement. The pay check or pay check stub is sufficient for residency documentation as long as it is from the parent/guardian's employer and meets all of the residency requirements including having the parent's name, address, and date that meets the residency documentation requirements. If a pay check stub/statement is used as residency documentation, the school may use either the date of the paycheck, or the end of the pay period (if it is before the pay check date) to meet the residency documentation date requirement.

13. **Can tax forms other than W2s be accepted for residency documentation?**

    Tax forms such as 1099s, 1098s, or 1095s from the previous calendar year are only acceptable if they are from a government agency and can only be accepted through the April open application period following the year of the form. If the tax form is from a government agency, the school must also ensure the document meets the other requirements in Step 2 of this bulletin. If the form is not from a government agency, the tax form may not be used as residency documentation.

    Tax forms that people fill out and send to the government, such as the Federal 1040 tax return or other federal tax schedules, state tax returns/schedules, or W-9s, **are not** acceptable residency documentation.

14. **Is a natural or propane gas bill an acceptable form of residency documentation?**

    Yes, the bill is acceptable since it is considered a "gas" bill, which is one of the allowed residency documents.

15. **Can a bill with only internet services be accepted for residency documentation if the provider has cable and satellite services available as well?**

    No, the bill provided for residency documentation must include cable or satellite services for it to be an acceptable residency document. If the bill is only for internet services, it is not acceptable residency documentation.

16. **Is a United States Postal Service (USPS) Change of Address Confirmation Letter acceptable as proof of residency?**

    Yes, a change of address confirmation letter falls under government correspondence so it would be sufficient residency documentation if the address in OAS is the new address listed on the USPS Change of Address Confirmation Letter. The online order of the address change does NOT meet the requirements for residency documentation.

17. **Can schools accept residency documents that are not on the allowed list?**

    The residency documentation must be one of the documents on the allowed list of acceptable proof of residency documents. If a parent does not have one of the standard residency documents listed in #1-8 in the list of Allowed Residency Documents section in this bulletin, the school may follow the instructions described in #9 of the Allowed Residency Documents section of this bulletin.

    As a reminder, some common examples of documentation that do not fall within the acceptable documents listed in #1-8 in the list of Allowed Residency Documents section in this bulletin include a report card, bank statement, a letter from a landlord indicating the individual still resides at the address, any envelope, a rent or lease receipt, an expired lease, a cell phone bill, a tax return, or a mortgage statement or interest form.

18. **Can schools accept correspondence from a government agency as a residency document if the correspondence is not on the specific list of examples under "Governmental correspondence" in the [Allowed Residency Documents](#) section of this bulletin?**

    Correspondence from a federal, state, or local (i.e., county, city, village, etc.) government entity would be considered government correspondence. The list of examples under "Governmental correspondence" in the Allowed Residency Documents section of this bulletin is NOT an all-inclusive list.

    If the document is correspondence from a federal, state, or local (i.e., county, city, village, etc.) government entity and meets the requirements per this bulletin, the document would be an allowed residency document.

    If a school cannot determine if the entity the correspondence is from is a federal, state or local government entity, the school should work with the family to provide a different document from the allowed list of acceptable proof of residency documents.

19. **Can schools accept the same document for both residency and income documentation?**

    Yes. The school may use the same document for both the residency and income documentation as long the document meets the requirements for both residency and income per this bulletin and the Income Documentation Bulletin. Schools are not required to receive two separate documents if one document meets the requirements.

20. **Can a school use a picture or a print screen of a required application document?**

    Yes, a school can use a pdf, picture, or print screen of a required application document as long as the document includes all of the required components. See the next question for additional information if the pdf, picture, or print screen received is a partial document.

21. **If the school only receives and/or retains part of a required residency document, is that sufficient?**

    A partial document is acceptable for residency documentation as long as the document includes all of the required components described in Step 2, with one exception. The exception is a lease agreement must be a complete, signed and dated lease.

22. **If the parent/guardian's middle initial/name or suffix on the residency documentation does not match OAS, how should the school proceed?**

    The middle initial/name and suffix do not need to match. Further, these fields do not need to be corrected in OAS so any differences in these fields should not be emailed to the DPI for correcting or reflected in the Enrollment Audits.

23. **If the punctuation, spacing, or capitalization in a parent/guardian's name on the residency documentation does not match OAS, how should the school proceed?**

    Differences due to punctuation, spacing or capitalization do not need to be corrected. New residency documentation is not required and these fields do not need to be corrected in OAS. As a result, any differences in these fields should not be emailed to the DPI for correcting or reflected in the Enrollment Audits. This would include any differences due to hyphens or apostrophes. See the [Parent/Guardian Name Match section](#) for additional information.

24. **If there are two parents/guardians on the application, does the residency documentation have to include the name of both of the parents/guardians?**

    No, the residency documentation only needs to include the name of one of the parents/guardians on the application. The first and last name of the parent/guardian on the residency documentation must match one of the parent/guardian's names on the OAS Application Verification screen. See the [Parent/Guardian Name Match section](#) for additional information.

25. **What residency documentation can an applicant provide if they recently moved?**

    The most common residency documents for a family that recently moved are a new lease agreement, a confirmation letter of address change from the United States Postal Service, or a letter from the utility company establishing service at the new address. This documentation must have one of the parent/guardians' names on the application and the new address.

26. **Does the address need to be updated in OAS if a student moves after the end of the open application period in which they apply for the Choice program?**

    For the MPCP and RPCP, if a student moves after the open application period in which they applied, the address in OAS is not updated. The address for a MPCP or RPCP student is based on where the pupil resides at the time they apply to the program. The student who moved may attend the school as an MPCP or RPCP student for the entire school year for which they applied as long as the student has an eligible application and is offered and accepts a MPCP or RPCP seat. If the student applies in a future school year, the address at the time they apply for that school year would need to be identified in the Online Parent Application.

    For the WPCP, if the pupil moves after the 3rd Friday in September, the address change does not need to be reported to the DPI. If a WPCP pupil moves on or before the 3rd Friday in September, the address change may need to be reported to the DPI. See the WPCP Address Changes section for further information.

Appendix B – Statewide Parcel Map Directions

The Statewide Parcel Map Initiative is a multi-year collaborative effort of the Department of Administration, State Cartographer's Office, and local governments.

Directions:

1. Go to: Statewide Parcel Map Before completing verifications, read the Search Tips, including the information on using the wildcard search options of % and _ under the General Search Tips.

2. Click "Search By Address" and enter the address in the search field. Then, click Apply.
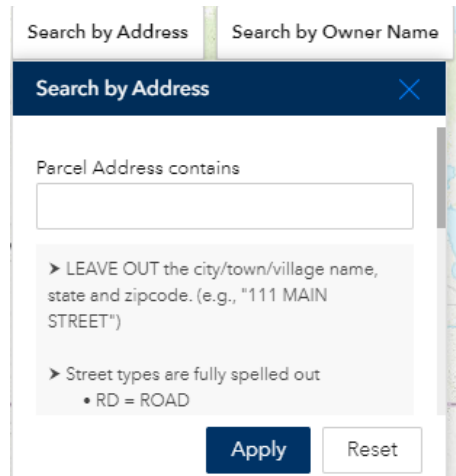
3. If the address is found, a parcel id will show. Click the carrot next to the parcel ID ▶ Parcel ID: .

4. Confirm the address in the box matches the student's address. If so, expand the box using the black corner icon in the bottom right corner so that the address, school district name, and school district number are showing. Then, print the webpage using the webpage browser print function. If the school district number only is identified, cross reference the school district name on the Public School District Directory and write the school district name on the printout. If neither the school district name nor number are displayed, the school must use an alternative school district verification option in Step 1.
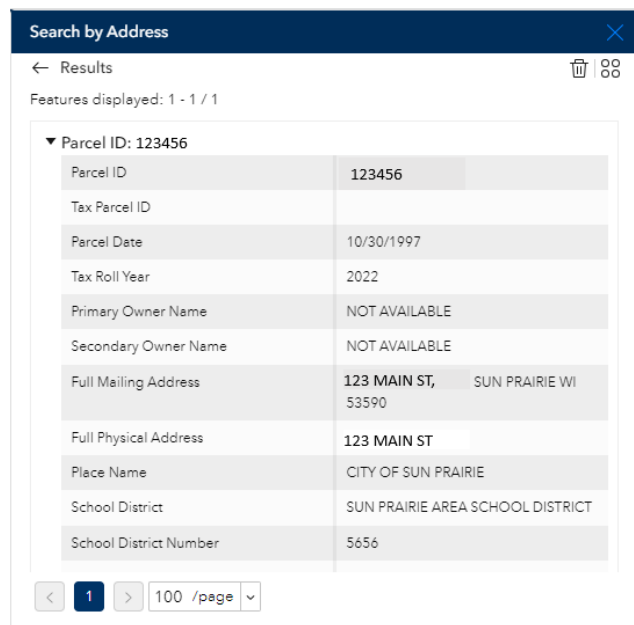
<u>**Appendix C - Vital Record Verification**</u>

If a birth certificate, marriage certificate, certificate of naturalization, or certificate of citizenship is provided for a name change the school should not make a copy of the document. Instead, the school should do one of the following and maintain the document in the student file:

1) <u>Birth certificate:</u> Complete a copy of the [Annotation of Birth Record/Facts Form.](#)

2) <u>Marriage certificate:</u> The school should draft a letter that includes the following: (1) the first and last name of both spouses; (2) the date of the marriage; (3) the government entity that issued the marriage license (e.g., state registrar, local registrar, U.S. Dept. of State, or other foreign country); and (4) the signature and signature date of the school employee drafting the letter.

3) <u>Certificate of naturalization or certificate of citizenship:</u> The school should draft a letter that includes the following: (1) the individual's legal name; (2) the date the document was issued; (3) the government entity that issued the document (e.g., state registrar, local registrar, U.S. Dept. of State, or other foreign country); and (4) the signature and signature date of the school employee drafting the letter.