

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). 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 <http://dpi.wi.gov/sms/choice-programs/student-applications-processing>.

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 <http://dpi.wi.gov/sms/choice-programs/student-applications-processing> to ensure that 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 outside the City of Milwaukee and the RUSD may participate in the WPCP.

STEP 1 – SCHOOL DISTRICT VERIFICATION

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.

MPCP: If an applicant is applying to the MPCP, schools may use one of the following school district verification methods:

- Copy of the prior year school district verification if the applicant has not moved.
- [Map It](#): Addresses that are included in Map It 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 on the next page under “WPCP, MPCP & RPCP”.

RPCP: If an applicant is applying to the RPCP, schools may 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 on the next page under “WPCP, MPCP & RPCP”.

WPCP, MPCP & RPCP: Schools may use any of the below methods to verify the school district in which an address is located.

- Copy of the prior year school district verification if the applicant has not moved.
- Copy of a property tax bill. 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.
- County Clerk or County Assessor Web Sites:
 - [Wisconsin County Clerks Profiles](#). Click on your county on the map.
 - [Wisconsin Land Information Parcel Initiative County Contacts](#) Click on your county under the Real Property Lister Link column.
- City Clerk or City Assessor web sites: Search to see if there is an online site for the city that contains property tax bills with the school district identified.
- [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 has a notation on the map (pin, flag, dot, etc.) showing the address is located within the school district. Examples of these sites are:
 - [Kenosha Unified School District \(KUSD\) Boundary Interactive Map](#) Addresses displayed with a pinpoint on the map are within the district. The message “That location is outside the district boundaries.” is displayed for addresses outside the district.
 - [West Allis-West Milwaukee School Attendance Area Site](#) See directions provided by school district at the link. Addresses displayed with a pinpoint on the map located in one of the colored school district boundary areas are within the district. Addresses outside the school district will not be displayed within one of the West Allis-West Milwaukee School District boundary areas.

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 April 20th 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 April 20th: The parent must log back into the application, correct the school district, and resubmit the application.
- After April 20th: 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, student’s date of birth, and the correct school district.

STEP 2 – OBTAIN RESIDENCY DOCUMENTATION

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 within three (3) months prior to the start of the open application period in which the application is received.

The documentation provided must be one of the following: The list below is a complete list and includes all acceptable forms of residency documentation. No other forms or documents are acceptable residency documentation.

1. Wage statement or W2 year-end earnings statement. (Note: W2 year-end earnings statements are not acceptable for applications received after April.)
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 an utility bill to determine that the bill is dated within three months as noted above under the required date section. The bill must be for services at the address on the application and have a mailing address that matches the address on the application.
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. 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.
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 above 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.

Match the student’s address to the OAS Application Verification screen and School District Verification Documentation:

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 documentation. 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 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 capitalization or punctuation differences.

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
State	Yes
Zip Code	No

Match the name of one of the parents/guardians listed on the OAS Application Verification screen: 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 and suffix do not need to match. Additionally, differences due to punctuation 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, 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 information below.

"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
- Maria Gonzalez vs Maria Dominquez
- Ronald McGregory vs Thomas McGregory

Please see the Parent Name Incorrect on the Residency or Income Documentation in the [Application Verification and Corrections FAQ](#) for further information.

Please note that the parent's first and last name in OAS should be the parent's legal name and changed if incorrect. Please see the "Parent Name Incorrect in OAS" in the [Application Verification and Corrections FAQ](#) for further information.

Additional Documentation for Legal Name Changes and Email/Letter for Name Misspellings, Name Abbreviations, and Multiple Last Names: 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 available by this time, 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 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.

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 May 1

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 VERIFICATION FOR INCOMING PUPILS

Schools participating in the WPCP must confirm that all Incoming Choice pupils 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. 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.

Address Confirmation: When confirming the addresses are still current for incoming WPCP pupils, the department 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 Choice Pupil Moved: If an Incoming Choice pupil moved, complete the following:

- 1) Obtain, from the parent/guardian, one of the allowed residency documents listed in Step 2 dated between the third Friday in August and October 1st 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 by October 1. Once this verification is complete, make a copy for the school's records.

September Count Report: The 3rd Friday in September count report will include a re-verification of the address for all Incoming Choice pupils. In the count report the school will need to indicate whether the address has changed for each Incoming Choice 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 Choice pupil that moved when completing the September Enrollment Audit.

**Appendix A – School District Verification
Frequently Asked Questions**

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 documentation and the OAS verification screen need to match?

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

5. What if the apartment number, unit, lot number, etc. is not available from the documentation sources to verify which public school district an address is located in?

For some properties (i.e. trailer parks, apartment buildings, etc.), the apartment number, unit number or trailer park lot number may not be available from the verification methods. It is not required that the apartment number, unit number or trailer park lot number be on the school district verification document.

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

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.

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](#)




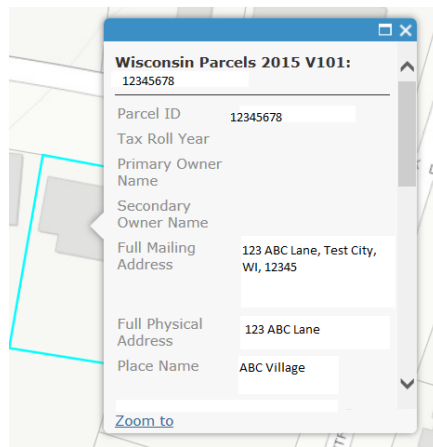
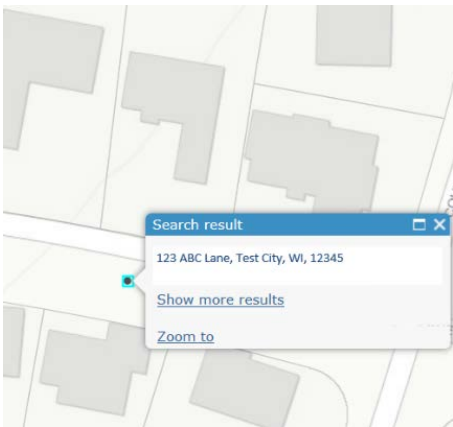
3. Before completing verifications, read the Search Tips, including the information on using the wildcard search options of % and _ under the General Search Tips.

4. Enter the address in the  bar. Start typing the street number, direction and street name. The address options will display below the box. Click on the address you are searching for.

5. The parcel map will display with a dot near the address (left picture below).

6. Click on the **parcel close to the dot** to find the parcel for the specific address. The middle picture below will then be displayed.

7. Click  (maximize) in the **middle box** below to display the full screen view. Print the full Parcel information for your records if the school district name or school district number are identified. 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.



Wisconsin Parcels 2015 V101: 12345678	
Parcel ID	12345678
Tax Roll Year	
Primary Owner Name	
Secondary Owner Name	
Full Mailing Address	123 ABC Lane, Test City, WI 12345
Full Physical Address	123 ABC Lane
Place Name	ABC Village
School District	ABC School District
School District Number	12345
Improved Structure	YES
Total Assessed Value	
Assessed Value of Land	25,000
Assessed Value of Improvements	100,000
Estimated Fair Market Value	
Net Property Tax	
Gross Property Tax	
Class of Property	G1
Auxiliary Class of Property	
Deeded Acres	0.21
County Name	DANE
Load Date	06/08/2015
Parcel Source FIPS	025
Parcel Source	DANE COUNTY

Appendix C - Vital Record Verification

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) Birth certificate: Complete a copy of the [Annotation of Birth Record/Facts Form](#).
- 2) Marriage certificate: 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) Certificate of naturalization or certificate of citizenship: 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.