

Residency Documentation

The Special Needs Scholarship Program (SNSP) allows a student with a disability, who meets certain eligibility requirements, to receive a state-funded scholarship to attend a participating private school.

Schools are required to obtain residency documentation as part of the application and transfer request process. All residency documentation provided as part of an application or transfer request must be verified within the twenty-one (21) day verification period after the SNSP application or transfer request form is received. If the originally provided residency documentation does not meet all of the requirements in Step 1, new documentation must be obtained that meets the requirements within the twenty-one (21) day verification period. If the new documentation is not provided during the twenty-one (21) day verification period, the student's SNSP application or transfer request form must be determined ineligible and a new application or transfer request form with the required documentation must be provided.

Schools are also required to determine all continuing SNSP students' addresses as of the 3rd Friday in September and report the address and school district in the 3rd Friday in September Pupil Count Report. Continuing SNSP students are students who had SNSP application or transfer request forms that were accepted in a prior school year. See the Continuing Student Eligibility Bulletin available on the [Bulletin webpage](#) for additional information on the Continuing Student Requirements.

See the [Student Application & Transfer Request Processing webpage](#) for additional information on student eligibility, applications, and transfer request forms. The requirements in this bulletin are based on Wis. Stat. 115.7915 and Wis. Admin Code PI 49.

In addition to the resources available for schools, the DPI has the following resources available for parents on the [Student Application & Transfer Request webpage](#):

- 1) Frequently Asked Questions for Parents; and
- 2) Special Needs Scholarship Program Residency Documentation Guidance for Parents.

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STEP 1 – OBTAIN RESIDENCY DOCUMENTATION

Parents/legal guardians (hereafter referred to as “parents”) are required under Wis. Stat. 115.7915 and Wis. Admin. Code PI 49 to provide residency documentation with any applications or transfer requests and annually after the first year the student participates in the SNSP.

Required Date & Address

The residency documentation and school district verification document must match the address where the student resides. The required address depends on whether the residency determination is being completed for an initial application or transfer request or for a student continuing in the SNSP. The below identifies what address must be used. This bulletin will refer to this address as the address where the student resides or the student’s address.

Applications & Transfer Requests

Parents must provide a residency document to the school that includes the student’s address as of the date the application or transfer request is received by the school and that contains the name of one of the parents on the application or transfer request. All residency documentation must be dated between three (3) months prior to the date the application or transfer request form was received and the date received, except a Safe at Home card as described in 8 of the Residency Documents section below. The start date of a month to month lease must also meet this requirement. If a lease agreement with a term is obtained, the date the application or transfer request form was received must fall within the term of the lease.

Continuing Student Residency Verification

Parents must provide a residency document to the school that includes the student’s address as of the 3rd Friday in September and contains the name of one of the parents. All residency documentation must be dated between the third Friday in August (August 16, 2024 for the 2024-25 school year) and the last weekday in September (September 30, 2024 for the 2024-25 school year), except a Safe at Home card as described in 8 of the Residency Documents section below. The start date of a month to month lease must also meet this requirement. If a lease agreement with a term is obtained, the term of the lease must include the 3rd Friday in September.

Residency Documents

DPI’s guidance is that the residency document provided by the parent be one of the residency documents listed below. If a different type of document than those identified below is used, the school must ensure the documentation shows the applicant resides at the address on the required date described in the [Required Date & Address Section](#). As a reminder, residency documentation is reviewed by the school’s external auditor as part of the Enrollment Audits to ensure it contains the parent name. The auditor will also ensure the address matches the address on the school district verification document and the address identified in the [Required Date & Address Section](#).

1. **Wage statement (i.e. pay check stub) or 2024 Form W2 Wage and Tax Statement.** Note: 2024 W2 Wage and Tax Statements are only accepted for applications or transfer requests received between January 2025 and April 2025.
2. **Water, sewer, gas, electric, cable, satellite, or landline phone bill.** 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

described in the [Required Date & Address Section](#). DPI's guidance is that the bill should be for services where the student resides. A gas bill may include a natural gas or propane gas bill.

If the bill includes both a mailing address and a service address, DPI recommends that the addresses match, unless the mailing address is a PO Box or email address. If the mailing address and service address do not match and it is not due to the mailing address being a PO Box or an email address, this is a potential indication that the individual may not reside at the service address. The school must have documentation that shows the student lives at the address identified in the [Required Date & Address Section](#).

3. **Letter from the water, sewer, gas, electric, cable, satellite, or landline phone utility, regarding these utility services at the address where the student resides.** This letter must have been sent to the address where the student resides. 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 where the student resides for service at that address.
4. **Signed and dated lease agreement** with a lease term that includes the date identified in the [Required Date & Address Section](#). Therefore, expired leases are not acceptable. The lease agreement must be complete and legible. Generally, schools should try to obtain one of the residency documents on this list other than month-to-month leases. However, if a month-to-month lease is used, the start date must be during the required dates.

DPI does **not** recommend utilizing rent receipts as a residency document to determine if an applicant resides at the address on required date. Rent receipts are not recommended because rent receipts often can be handwritten documents and may not contain the required elements such as parent name, date, and/or an address that matches the address in the [Required Date & Address Section](#).

5. **Governmental correspondence.** Examples include a property tax bill, Supplemental Security Income "SSI", Wisconsin Works "W2" Cash Benefits, Temporary Assistance for Needy Families "TANF," FoodShare "Food Stamps," United States Postal Service (USPS) letter, or Housing Assistance letter. A USPS change of address letter could be used if the student's address is the new address. 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. **Letter from Service Organization for Homeless Individuals.** 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 may 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-SNSP-0005)** for situations where: (a) the student is not living with one of their parents; 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 where the student resides is able to provide one of the residency documents in 1-5 above for the family. The form should be fully completed, including being signed by the household occupant and the parent. Additionally, the

documentation from the household occupant and parent must be provided with the form. The Alternative Residency Verification form is available on the [SNSP Student Application and Transfer Request webpage](#).

8. **Safe at Home card.** If the family participates in the Safe at Home program through the Wisconsin Department of Justice, the school may obtain the Safe at Home card (card) from the parent and complete the following:
- Application or Transfer Request:
 - i. Verify that the parent first and last name on the card match the student's application or transfer request.
 - ii. Determine that the card is not expired. If the card is expired, the family may either get an updated card or they may utilize a different residency document.
 - iii. Verify that the address on the card matches what is on the student's application or transfer request. The unit number on the card does not have to be listed. If the family has a card that is not expired and the address on the student's application or transfer request does not match the card, the address on the student's application or transfer request must be corrected. Any corrections to the application or transfer request form are to be made with a "strike through line" and initialed by the SNSP administrator or designee.
 - iv. The school does not need to obtain a school district verification document for the address. However, the school must confirm that the current resident school district has been identified on the paper application or transfer request. The parent must complete the current resident school district based on the address where the student actually resides.
 - Continuing Student Verification:
 - i. If the student is a continuing student in the SNSP, the parent must provide confirmation to the school that the pupil still resides in the same school district as of the 3rd Friday in September. If the student does not reside in the same school district, the parent must provide the student's current resident school district. The current resident school district must then be reflected on the 3rd Friday in September Pupil Count Report.
 - ii. Determine that the card is not expired. If the card is expired, the family may either get an updated card or utilize a different residency document.
 - iii. If a student who did not previously participate in the Safe at Home program joins the program, the parent may provide the Safe at Home card to the school. The school must confirm that the parent's first and last name on the card match the parent's first and last name identified in the 3rd Friday in September Pupil Count Report. If the card meets the requirements, the school must complete the following in the 3rd Friday in September Pupil Count Report:
 1. Indicate the student changed addresses, and
 2. Provide the Safe at Home address and identify the current resident school district based on the district provided by the parent.

The school does not need to obtain a school district verification document for the address.

Matching Address Components

The law requires that the address on the residency documentation match the school district verification documentation in [STEP 2 - SCHOOL DISTRICT VERIFICATION](#). Additionally, the address on the application or transfer request form must be the student’s address at the time the student applied. If the address on the SNSP student application or transfer request form does not match the address on the provided residency documentation, and the residency documentation has the correct address, then the address on the SNSP student application or transfer request form should be corrected. In order to correct the address, the incorrect information must be struck through, the correct information written in, and the SNSP administrator or designee must initial the change. The application or transfer request form cannot have any white-out. DPI’s guidance related to which elements of the address should match is below.

The school may rely on DPI’s guidance to determine whether there is a match. If the school concludes there is a match but is not relying on DPI’s guidance to support that conclusion, the DPI recommends the school maintain supporting documentation, if applicable, and be able to explain the basis for determining there is a match. As a reminder, the residency documentation will be reviewed by the school’s external auditor to ensure it matches the address on the school district verification document and the address identified in the [Required Date & Address Section](#).

DPI’s guidance is that each of these address elements on the residency documentation, school district verification document, and the address identified in the [Required Date & Address Section](#) should match. If the address on the school district verification document does not contain a street direction or a suffix, generally that element(s) is not part of the address so it should not be on the residency documentation, identified as part of the address for a continuing student in the 3rd Friday in September Pupil Count Report, or included on the application or transfer request for new applicants.

If element below is listed on the School District Verification Document in Step 2	Address Components Should Match?
Street Number	Yes
Street Direction (North, South, etc.)	Yes (abbreviations are ok)
Street Name	Yes
Street Suffix (Lane, Road, Avenue, etc.)	Yes (abbreviations are ok)
Unit/Apartment Number or Description (Upper, Lower, Unit E10, Apt 207, Lot 7, etc.)	No
City AND State -OR- Zip Code	Yes (abbreviations are ok for city and state)*

*While DPI’s guidance is that the city does not need to match if the zip code matches, schools must ensure that the school district is correctly reported. DPI’s guidance is that the address reported to DPI and on the application or transfer request should match the school district verification document. For example, if a student resides in the suburbs of Milwaukee but not in the city of Milwaukee, DPI’s guidance is the school should ensure DPI’s data has the city they reside in, such as West Allis or Wauwatosa, and the correct school district for the address.

DPI does not make changes to the student information in the SNSP Portal if the differences are only spacing, capitalization, or punctuation differences, or 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 DPI's data if differences are identified for the unit/apartment number or description.

Parent Name Match

The residency documentation must contain the parent name. If the residency documentation is being obtained for an application or transfer request, the residency documentation must contain the parent name on the application or transfer request form. DPI's guidance is that the first and last name of the parent on the residency documentation should match one of the parent names.

The school may rely on DPI's guidance to determine whether there is a match. If the school concludes there is a match but is not relying on DPI's guidance to support that conclusion, the DPI recommends the school be able to explain the basis for determining there is a match and, if applicable, maintain supporting documentation (see additional information below). As a reminder, the documentation will be reviewed by the school's external auditor as part of the Enrollment Audits to ensure it contains the parent name.

The parent's first and last name on the application or transfer request form and in the SNSP Portal should be the parent's legal first and last name. DPI does not make changes to the SNSP Portal for differences in the middle initial/name and suffix or for punctuation, spacing, or capitalization differences. If the parent's first or last name on the application or transfer request form is not the parent's legal name, the school should correct the SNSP student application or transfer request form. In order to correct the parent name, the incorrect information must be struck through, the correct information written in, and the SNSP administrator or designee must initial the change.

If the residency documentation does not have the parent's current legal name, additional documentation can be obtained during the twenty-one (21) day verification period.

- 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 their previous legal name, the DPI's guidance is that the school obtain additional documentation showing the names are for the same individual. Examples of additional documentation the school may obtain 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 should be maintained in the student file. Appendix C explains the documentation that should 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.

As part of the Enrollment Audit, the auditor will confirm that the residency documentation contains the parent name on the application or transfer request and the parent name in the SNSP Portal. If the name on the residency documentation is not the legal name of the parent due to a misspelling, nickname, or multiple last names, the auditor may require a letter or email stating what the correct legal name is for the parent and that the name on the residency documentation is the parent's misspelled or abbreviated name. The auditor may require this to allow them to determine that the parent in the SNSP Portal matches the parent on the residency documentation and/or to determine the parent's legal name.

Schools may also choose to obtain this documentation during the twenty-one (21) day verification period to ensure that the parent's legal name is on the application or transfer request form and that the residency

documentation is for the parent on the application or transfer request form. An example of wording that could be used for this email or letter from the parent is: “My correct legal name is (correct name). The name on my residency documentation is (name on residency documentation). My name is incorrectly spelled on the documentation.” The school should verify the correct legal name is the name in the SNSP Portal and on the application or transfer request, if applicable.

If the auditor requires additional documentation to verify the parent on the application or transfer request is the same as the parent on the residency documentation, the documentation must be provided by the due date of the Enrollment Audit. If the auditor is unable to obtain documentation which allows them to determine that the parent on the application or transfer request matches the parent on the residency documentation by the due date of the enrollment audit, the application or transfer request will be determined ineligible.

STEP 2 – SCHOOL DISTRICT VERIFICATION

Overview

Applications & Transfer Requests

For applications and transfer requests, the school must determine if the applicant’s home is located in the school district listed as the current resident school district on the SNSP application or transfer request form. If the school determines that the incorrect resident school district is listed on the application or transfer request form, then the name of the resident school district on the SNSP student application or transfer request form must be corrected. In order to correct the school district, the incorrect information must be struck through, the correct information written in, and the SNSP administrator or designee must initial the change.

Continuing Student Residency Verification

For continuing students, the school must determine the resident school district for the student’s current address. If the address has not changed from the previous year, the prior year school district verification document may be used for the verification.

School District Verification Options

For students who reside in Milwaukee, see the specific school district verification guidance section below pertaining to Milwaukee. Schools should maintain a screen print or printout that includes the address and school district for their auditor’s review. Please also see the frequently asked questions in Appendix A for answers to commonly asked questions.

If a school is not able to determine a student’s resident school district using the methods provided below, then the school should contact the county clerk, city clerk, or public 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.

Note: There are school districts that serve specific grades only. The resident school district for a student in grade school would not be a high school only school district. Similarly, a high school only district should not be identified for a grade school student.

Milwaukee: If a SNSP student applicant or continuing SNSP student lives in Milwaukee, schools must use one of the following school district verification methods:

- [My Milwaukee Home](#): Addresses that are included in My Milwaukee Home are in the City of Milwaukee.
- One of the general options listed below under “Wisconsin.”

Wisconsin: 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 options identified above for students residing in the city of Milwaukee. **In order to use one of the documents below, it must contain the full street address. Additionally, it must contain the city and state -OR- the zip code. It must also identify the school district on the document.**

- Copy of the 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 the 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 School Locator](#).
- **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.**

Appendix A: Frequently Asked Questions

School District Verification

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

If a school is not able to determine a student's resident school district using the methods provided in Step 2, 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 [School Directory](#) and write the public school district name on the printout.

- 3. Does the student's address, the address on the residency documentation, and address on the school district verification document need to match?**

Yes, the address on the residency documentation should match the student's address and the address on the school district verification document. See the [Matching Address Components section](#) and the question below for additional information.

- 4. What if the unit/apartment number is not identified in the school district verification document obtained in Step 2?**

The address on the school district verification document need not have a unit/apartment number or description. 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.

- 5. What if the parcel contains multiple properties and a different address comes up when you enter the student'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 websites to try and connect the main parcel address to the student'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.

6. What is DPI’s guidance related to which parts of the street name be included on the residency documentation 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 on the residency documentation matches the school district verification document?

DPI’s guidance is that the address 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. DPI’s guidance is that the street name should either be MLK or include all of the parts of the street name identified below:

Part of Street Name	On residency documentation and paper application or transfer request?
Doctor or Dr	No-but may be included at the beginning of the name
Martin	Yes
L or Luther	Yes
King	No
Jr	No

If the other address components meet the guidance identified in the [Matching Address Components section](#) and the street name meets the above guidance, DPI’s guidance is that the school accept the residency document. The school must ensure the supporting residency documentation meets all other requirements.

7. Does the parent’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 name. The purpose of the school district verification is to verify the school district in which an address is located. Because some individuals do not own their residence, their name may not be on the document used to verify the school district.

Residency Documentation

8. 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 in the [Required Date & Address Section](#). 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. DPI’s guidance is that, 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 student’s address. See #2 in the Residency Documents Section of [STEP 1 - OBTAIN RESIDENCY DOCUMENTATION](#) for additional guidance related to utility bills.

9. What date should be used for property tax bills?

A year end property tax bill for the previous year can be used for applications and transfer requests received from January through April. If a parent would like to use a property tax bill for the continuing student residency verification or for applications and transfer requests not received from January to

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 meets the date requirements.

A property tax bill used **only** as a school district verification document as described in Step 2 does not need to meet the date requirements.

10. What date should be on a pay check stub/statement to determine if it meets the date requirements?

DPI's guidance is that, 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.

11. Is DPI's guidance that tax forms other than W2s can be accepted for residency documentation?

DPI's guidance is that tax forms such as 1099s, 1098s, or 1095s from the previous calendar year may be acceptable if they are from a government agency and are accepted for applications and transfer requests received from January through April 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 1 of this bulletin. If the form is not from a government agency, DPI's guidance is that the tax form should not be used as residency documentation.

DPI's guidance is that 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 should not be used for residency documentation. Since individuals are completing this information themselves, these documents do not provide an independent verification that the parent name and address are correct and accurate.

12. Can schools accept residency documents that are not on the Residency Documents list?

DPI's guidance is that schools obtain one of the residency documents listed in the Residency Documents section to verify residency. If a school uses a different document as a residency document, the school must ensure the documentation shows that the applicant resides at the address as of the required date. The [Required Date & Address Section](#) identifies the required date and address. If it is later determined the applicant did not reside at the identified address, the SNSP student may be determined ineligible.

For help identifying what document a parent may have from the Residency Documents listed in #1-8 in the Residency Document section, see [Appendix D – Helpful Tips for Identifying Residency Documentation](#).

13. 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 [Residency Documents](#) section of this bulletin?

Correspondence from any federal, state, or local (i.e., county, city, village, etc.) government entity would be considered government correspondence that can be utilized as residency documentation if it meets the other residency requirements in Step 1. The list of examples under "Governmental correspondence" in the Residency Documents section of this bulletin is NOT an all-inclusive list.

If a school cannot determine if the entity the correspondence is from is a federal, state or local government entity, the school may work with the family to obtain a different document from the [Residency Documents](#) list.

14. Can a school use a picture or a print screen of a residency document?

Yes, a school can use a pdf, picture, or print screen of a residency document if it otherwise meets requirements. See the next question for additional information if the pdf, picture, or print screen received is a partial document.

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

DPI's guidance is that a partial document may be acceptable for residency documentation as long as the document includes all of the matching components described in Step 1, with one exception. If the document is a lease agreement, DPI's guidance is that the lease agreement must be a complete, signed and dated lease.

16. If the parent's middle initial/name or suffix on the residency documentation does not match the application, transfer request, or the parent name in the 3rd Friday in September Pupil Count Report, how should the school proceed?

The middle initial/name and suffix do not need to match and corrections for these mismatches are not required.

17. If the punctuation, spacing, or capitalization in a parent's name on the residency documentation does not match the application, transfer request, or the parent name in the 3rd Friday in September Pupil Count Report, how should the school proceed?

DPI does not make changes to DPI's data if the change is solely due to punctuation, spacing or capitalization.

18. If there are two parents on the application or transfer request or two parents listed in the 3rd Friday in September Pupil Count Report, does the residency documentation have to include the name of both of the parents?

No, DPI's guidance is that the residency documentation only needs to include the name of one of the parents. See the [Parent Name Match section](#) for additional information.

19. 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's names and the new address.

Other**20. If a SNSP student moves, when should the address be updated in DPI's records?**

The address the first year the student is in the program is based on where the student resided on the date the application or transfer request was received. During the first year, the school should not report any address changes to the department that occur after the date the application or transfer request is received.

After the first year a SNSP student is at the school, the school must obtain updated residency documentation dated between the 3rd Friday in August and the last weekday in September that shows the address where the student resides as of the 3rd Friday in September. The current addresses for continuing SNSP students at the school are reported to the DPI in the 3rd Friday in September Pupil Count Report. See the [Continuing Student Residency Verification](#) section of this document for additional information on the requirements for the annual residency documentation.

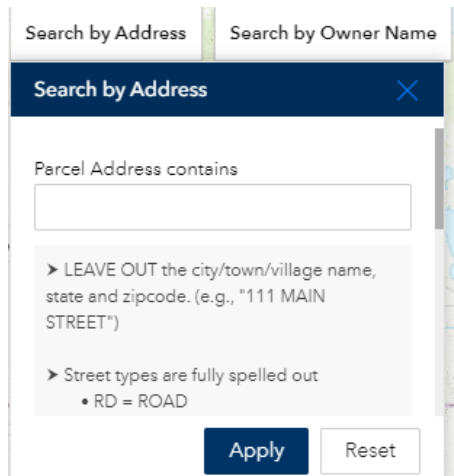
21. If a continuing SNSP student does not change addresses, do I need to obtain new residency documentation for the student?

Yes, schools are required to obtain residency documentation for all continuing SNSP students that has the students' addresses as of the 3rd Friday in September.

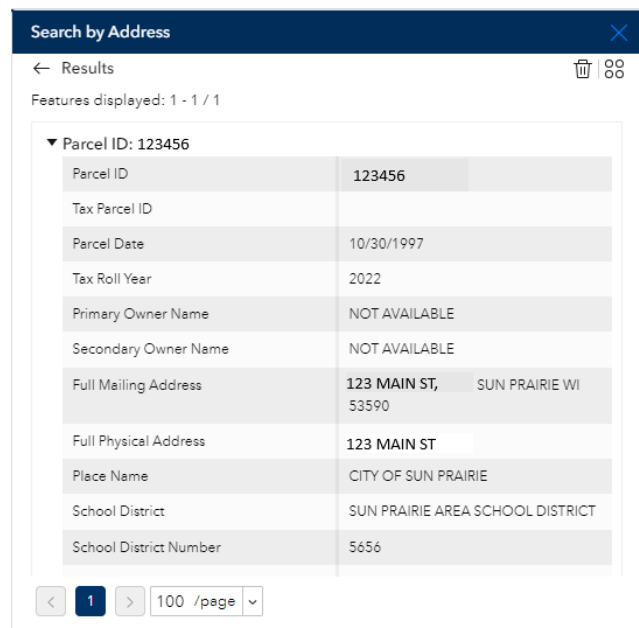
Appendix B: Statewide Parcel Map Directions

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

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 [School 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.



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.

Appendix D – Helpful Tips for Identifying Residency Documentation

The DPI recommends reviewing the list of [Residency Documents](#) to determine if there is a document within the list that the parent could provide that may have initially been missed. Some general considerations that may be helpful in identifying a residency document that falls within that list include:

- 1) If the individual rents their residence, review the lease agreement (even if the agreement does not meet the residency documentation requirement) to determine what utilities the tenant pays for. If the tenant pays for water, sewer, gas, electric, cable, satellite, or a landline phone, ask the parent if they can provide the bill for that utility.
- 2) If the individual owns the property, ask the parent if they have their recent property tax bill. For example, if they recently received their 2nd installment bill, it may meet the required dates requirement. See Frequently Asked Question 9 for further information about determining the date for a property tax bill.
- 3) If the parent recently moved, ask the family if they have a new lease agreement, a confirmation letter of address change from the United States Postal Service, or a letter from a permitted utility establishing service at the new address. This documentation must have one of the parents' names and the new address.

If the Parent Receives Income or Government Assistance:

If the parent receives income or government assistance, the income or government assistance documentation may be sufficient residency documentation.

- 1) If a parent is currently employed, they can use a current wage statement (i.e. pay check stub) as residency documentation if it otherwise meets the requirements.
- 2) If the parent receives government assistance, correspondence for the government assistance or a print screen 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's name.

If the Student Is a Continuing SNSP Student:

If the student is a continuing SNSP student, determine if the parent moved since the school previously obtained residency documentation from the parent. If not, check what residency documentation the parent used in the prior year and work to get that same type of document from the parent.