



Union School District

Frequently Asked Questions Regarding the Residency Verification Process

Why does the school district have a process for residency verification?

There are several reasons for which the school district has established and implemented practices to verify student residency. The school district continues to experience families falsifying or not providing required proofs of residency as per district policy. (this information is included on our “for parents” page). The school district has both a legal and moral obligation to verify that all of its students either legally reside within district boundaries or are attending through the use of an approved interdistrict transfer agreement.

What information triggers a residency verification visit?

When a school sends correspondence via US mail to a student’s residence, and it is returned by the postmaster to the school, for reasons such as “no longer at this address” or “unable to forward”, as well as students and their parents may also share information related to a change in residence during a school year. When this type of information comes to the district’s attention, it is our obligation to determine if the student continues to reside within the district boundaries. The office staff at each school will make contact with parents to gather updated residency information. If the school does not receive information from parents and/or there continues to be a question of the student’s residency, the school contacts the Student Services Department at the district office. A request for a residency verification visit may be scheduled with the district’s residency officer.

What is the process the residency officers follows when conducting a residency verification visit?

As a representative of the district, the residency officer will visit the address listed in the student database as well as any other address that has been provided by parents and/or school staff. The district residency officer identifies him/herself as a residency officer conducting a residency verification visit. The residency officer will speak to the persons residing in the home/apartment. The residency officer will provide information back to the Student Services Department following the visit.

What are next steps following the visit?

Once the Student Services Department receives information from the residency officer, a letter will be mailed to delivered by the parent indicating the date by which the parent will need to register their child(ren) in the school district they reside and with their new school district apply for an interdistrict transfer within the time period outlined in the letter.