

Verification of Residency of Students



By **Julie Slavens**, Senior Counsel and Dir. of Policy Services, jslavens@isba-ind.org

On August 27, 2020, the Indiana Department of Education (IDOE) released a memorandum on the topic of the verification of student residency for membership attendance. The memorandum addresses the IDOE expectations and guidance for verifying the residence of students for membership count purposes. The memorandum indicates schools need to keep records verifying the residency of the students enrolled in the school corporation. The memorandum also indicates upon enrollment of a new student the school corporation must get records of the student’s residence and upon re-enrollment each year the residence information needs to be verified by the parent or guardian of the student. If the residence is the same no additional information is needed. If it is not, the school corporation must obtain proof of the new residency.

The IDOE memorandum on student residency verification can be found [HERE](#).

The IDOE memorandum indicates various documentation that may be used for the verification of residence and states a school board “must annually adopt or readopt a policy that specifies documentation, not to exceed three items, required to verify Indiana residency.” The determination of the residency of a student has been and is an administrative function and not a policy consideration for the school board. In addition, the statement implies a policy is required by law or regulation. No law or regulation exists requiring such a policy. School boards are not required to adopt (or readopt) a policy setting out the appropriate documents needed to verify the residency of an enrolled student.

ISBA contacted the IDOE to verify no law, rule, or regulation existed requiring such a policy; IDOE verified there is no such requirement for school board policy. The memorandum was released due to issues of students from out of state enrolling in Indiana schools stating the student lives in Indiana. School corporations with boundaries on the state line particularly should adhere to the guidance in the memorandum and be vigilant about verifying a student’s resident’s for membership count purposes, but this would not require these school corporations to adopt a policy but rather put in place administrative procedures to address this issue.

Teacher Appreciation Grant Policy

In the prior eDition issue, information was included concerning the distribution of the Teacher Appreciation Grant monies (TAG) if the ADM count date was moved to December of 2020. Given the action taken by the Indiana State Board of Education at its September meeting, the ADM count date remains as September 18, 2020. Thus, the TAG monies should be distributed on time this school year and school corporations should receive the TAG monies on or before December 5, 2020. As a reminder in order to receive the TAG monies, a school corporation must submit its TAG policy to the IDOE on or before September 15, 2020.

The IDOE guidance on the TAG monies policy and related issues can be found [HERE](#).