Department of Student Services
FAQ- About Address Verification

Address verification for all incoming TK, K, 6th, and 9th grader students for the 2019-2020 school year will begin in August at the schools. Here are the answers to the most commonly asked questions by parents/guardians.

Q. Can I file my address verification before I move into the district?
A. No. You must have documentation that you are living in the district.

Q. Do incoming TK, K, 6th, or 9th grade students need to do address verification if the family has an older sibling already in one of the district schools?
A. Yes. Address verification must done for each new student who comes into the school/district.

Q. Can I do the address verification by fax or email?
A. No. Address verification must be done in person at school.

Q. What if the student is not living with his/her parents/guardians?
A. A “qualified relative” e.g., Uncle, Aunt, and Grandparent can submit a “Caregiver’s Authorization Affidavit” to enroll the student. The Caregiver must provide proof of residency verification and must meet the requirements of the “Caregiver’s Authorization Affidavit” requirements. This form is available at the schools.

Q. What if the parent/guardians reside with another family who owns or rents/lease the residence?
A. The parent/guardians must submit the “Affidavit of Residence” form verifying that the family, including the student, has established residency with another family. The person(s) that the family is living with must provide proof of residency verification documentation. This form is available at the schools.

Q. What documentation do I need to bring if my child has an approved intra-district transfer (attending another school with the MDUSD boundaries)?
A. If your child was approved for an intradistrict transfer, you must register at your approved school and provide all required address verification documentation including your approval letter from Student Services. Approved intradistrict transfer students must reside in the MDUSD boundaries.

Q. What documentation do I need to bring if my child has an approved interdistrict transfer (reside outside MDUSD boundaries and attending a school within the MDUSD boundaries)?

A. If your child was approved for an interdistrict transfer, you must register at your approved school and provide parent/guardian picture ID and your approval letter from Student Services.

Q. We are a host family for a foreign exchange high school student. What documentation do we need to bring to verify residence?

A. You must submit a copy of the approved School Acceptance Form that verifies student was approved to attend the high school.

Q. Must I do address verification every year?

A. No. You only need to verify your address when your child enters the district or is changing schools. When you move it is important to do a “Change of Address form”, so that you will receive correspondence from the district.

Q. If you move within the district do we have to change schools?

A. If you are still residing within the district, you may choose to remain at your current school, or to move to the school that aligns with your new school boundaries. In this case you must come in to the school office and file a “Change of Address form” and provide the required residency verification documentation of your new address.

Q. What if my family is defined as homeless and my child is age appropriate to attend MDUSD schools?

A. Your child is entitled to attend MDUSD schools, and we ask that you contact The Homeless Outreach Program (HOPE) at 925-682-8000 ext. 3054 or email hope@mdusd.org.
Q. What residence verification documentation must a Caregiver of a Foster Child or group home provide to the school when they register their child?

A. When enrolling your Foster Child at the school assigned to your residence, you will provide the required registration and address verification documentation and will complete the “Foster Youth or Caregiver Affidavit”.

Q. Do I need to complete a transfer request if my child participates in Special Education and will attend a school other than our school of residence?

A. No, if your child is assigned to the school because of a Special Education placement. If parent requested a different school that the assigned school, an approved transfer is required for enrollment. Parent must provide the approved transfer letter upon registration.

Q. How do I verify my address if my child is attending a district-wide school (ie: Sequoia Elementary, Monte Gardens Elementary or Sequoia Middle)?

A. You must provide documentation that verifies residence in the MDUSD boundaries. For students attending Sequoia Middle, you will also need to submit a copy of your approved transfer letter from Student Services.

Q. We reside outside the MDUSD boundaries. How do I verify my address if my child is attending a district-wide school (ie: Sequoia Elementary, Monte Gardens Elementary or Sequoia Middle)?

A. These schools are generally for students who reside within the MDUSD boundaries. You must provide documentation that verifies prove of an approved interdistrict transfer.

Q. How will unusual residency situations be handled?

A. District and school staffs are prepared to review documents and answer all questions that may arise during the residency verification process. The parents/guardians have ten (10) calendar days to submit the required proof of residency documentation due to special circumstances.

Q. Will the school prevent students from registering until proof of residency is demonstrated?
A. No. Schools are to enroll students pending the required proof of residency documentation. All required documents must be submitted and received approval within ten (10) calendar days from the initial date of registration. The school will disenroll the student if the required proof of residency documentation is not provided and received approval within the ten (10) calendar days grace period (exceptions are made for Homeless, Foster Youth and Newcomer-families in accordance with the law). If the student is disenrolled after the ten (10) days, the parent/guardian is responsible to enroll the student is his/her school of residence. The optimal situation would be for residency verification to be completed prior to the start of school; however the school or district will assist any family in achieving the clearance process in a timely manner without penalty to students.

For additional assistance contact the Student Services Department

Director - Felicia Stuckey-Smith (smithf@mdusd.org) at 682-8000 ext 4069

Intradistrict transfer/Foreign exchange students - please contact Carmen Terrones-Torres (terronestorresc@mdusd.org) at 682-8000 ext 4068

Interdistrict transfer - please contact Sunny Quintana (quintanas@mdusd.org) at 682-8000 ext 4056

Homeless/Foster Youth - please contact Sandra Wohali (wohalis@mdusd.org) at 782-8000 ext 3054