




State of Rhode Island and Providence Plantations
DEPARTMENT OF EDUCATION
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Deborah A. Gist
Commissioner

TO: Superintendents of School

FROM: Deborah A. Gist, Commissioner 

DATE: December 21, 2011

SUBJECT: Procedures for confirming residency of students in charter public schools

We have learned that families of students enrolled in charter public schools are being asked to submit documentation confirming their residency at the offices of their school and again at offices of their district of residence. Families whose children are enrolled in charter public schools should not have to go through two separate procedures confirming student residency.

Each charter public school has procedures that include collection of documentation that is sufficient to verify residency for school purposes, and parents verify residency in compliance with these procedures.

To alleviate this burden on parents, from here on the verification of residency shall be made at the time of enrollment and annually thereafter by the charter public school in which the student is enrolled. The school will then submit a certified list of students to the district of residence; if the district of residence questions a student's residency, it may then request a copy of the residency documentation. If a dispute as to the residency of a student exists, the district may request a residency hearing, under R.I.G.L. 16-64-6. RIDE staff will monitor charter public schools as necessary to ensure that they implement the appropriate procedures to verify student residency.

Thank you for your cooperation in this process so that we place no undue burdens on families of students enrolled in charter public schools. Please contact Bill Clarke, Charter School Coordinator, at 222-8255 or bill.clarke@ride.ri.gov, if you have any questions.