

RESIDENCY VERIFICATION PROJECT JUNE 15, 2017

Utilizing VerifyResidence.com and
our district resources



The screenshot shows the top portion of the Daily Record website. The header includes the logo "Daily Record" and the tagline "PART OF THE USA TODAY NETWORK". A search bar is located in the top right corner. Below the header is a navigation menu with the following items: HOME, NEWS (highlighted in blue), ELECTIONS, SPORTS, LIFE, THE GOOD LIFE, OPINION, ENTERTAINMENT, OBITUARIES, ARCHIVES, USA TODAY (with a blue dot), SUBSCRIBE, and MORE. The main content area features a news article with the headline "Stealing education: families fake residency for school". The author is listed as "Amanda Oglesby, @OglesbyAPP" and the time is "8:32 a.m. ET Sept. 15, 2015". A Facebook icon is visible on the left side of the article.



VERIFYRESIDENCE.COM

- **Verify Residence.com** was created to assist schools and government employers to identify residency fraud. They utilize modern technology and access to scores of unique and valuable databases not readily available to the public.
- Their independent residence verification service helps school districts, colleges, state and municipal employers with a quick, efficient, and economical method of verifying residences for all students and employees.

ACTIONS TAKEN

1. Contracted VerifyResidence.com
2. Analyze Data
3. Verification Process
4. Documents Review
5. Investigations (if necessary)

STEP 1: VERIFYRESIDENCE.COM

1. Contracted VerifyResidence.com to conduct entire student roster audit to identify possible “unauthorized” out-of-district students.
2. Compiled a spreadsheet with requested information from Genesis with the assistance of members from the Technology Dept.
3. VerifyResidence.com conducted search by running the provided information through 3 separate databases.
4. Results provided 3 possibilities on over 5,000 students (15,118 results)
 - Match, No Match, or No Record

STEP 2: ANALYZE DATA

1. Under the guidance of [VerifyResidence.com](https://www.verifyresidence.com) we analyzed and narrowed the results with the following filters
 - No Matches who came back “Out-of-Town”
 - Removed 1st seen “No Matches” within the last 3 years
 - No Record in both DB1 & DB2
2. Narrowed the 15,118 results to approximately 170 possible “unauthorized” out-of-district students

STEP 3: VERIFICATION

1. Send letters to 170 students' parent/ guardian based on the residency audit
2. Parents/ guardians will be required to provide the following:
3. Proof of residency (choose one option)
 1. Homeowner: Property Tax, Deed, or Mortgage Statement
 2. Renter: Current Lease and Form 214: Landlord Affidavit (click for link)

AND

1. Choose four of any current documents providing proof of residency:
 - Examples: PSE&G bill, cable bill, phone bill, water bill, Driver's License, Vehicle Registration, bank statement, credit card bill, insurance form, cancelled check, voter registration card *Photo ID and two different utility bills preferred but not required*

STEP 3: VERIFICATION (CONT'D)

3. Parents/ guardians choose one of the following options to verify residence prior to the deadline.

- ◉ **Option 1**: Schedule an appointment with the Community School and bring the necessary documents
- ◉ **Option 2**: Email the necessary documents to verify@fairlawnschools.org
- ◉ **Option 3**: Mail the necessary documents to:
Fair Lawn Community School

FAIR LAWN COMMUNITY SCHOOL

c/o FAIR LAWN HIGH SCHOOL (Corner of Burbank & Norma)

14-00 BERDAN AVENUE FAIR LAWN, NEW JERSEY 07410

(201) 794-5450 ext. 2369 • FAX (201)703-2143 • www.fairlawnschools.org/flcs

Friday, June 09, 2017

Residency Verification Project: Deadline – July 21, 2017

Person's Name
ADDRESS
FAIR LAWN, NJ 07410

One of the responsibilities of The Community School in Fair Lawn is school district registrations. We are responsible to the Board of Education and Fair Lawn taxpayers to ensure only current residents of our district attend our schools. To that end, the Board of Education has approved a Residency Verification Program.

Parents/ Guardians of students selected through a third party residence verification company are asked to provide verification of residency. The verification process will follow strict State guidelines and we will endeavor to make the process efficient and respectful.

We expect the majority of selected families will provide documentation qualifying them for continued enrollment. However, for those we are unable to qualify, the disenrollment process will begin. Furthermore, if the information provided is willfully false, criminal penalties may apply to parents/guardians as well as tuition assessments. The average tuition for a Fair Lawn student is \$14,000 per year.

You have been selected to verify your residency at the Community School in Fair Lawn.

You will need to complete the following procedure by July 21, 2017 to verify residence or the disenrollment process will immediately commence.

You will be required* to provide the following documents to verify residence:

- Proof of residency (**choose one option**)
 - Homeowner: Property Tax, Deed, or Mortgage Statement
 - Renter: Current Lease and Form 214: Landlord Affidavit (click for link)

AND

- Choose **four** of any **current** documents providing proof of residency:
 - Examples: PSE&G bill, cable bill, phone bill, water bill, Driver's License, Vehicle Registration, bank statement, credit card bill, insurance form, cancelled check, voter registration card *Photo ID and two different utility bills preferred but not required*

Please select one the following options to verify residence prior to the above deadline:

Option 1: Schedule an appointment with the Community School and bring the necessary documents

Option 2: Email the necessary documents to verify@fairlawnschools.org &

The subject for the email must be: **YOUR LAST NAME**

Option 3: Mail the necessary documents to: Fair Lawn Community School, C/O F.L.H.S.
14-00 Berdan Ave., Fair Lawn, NJ 07410

If you have any questions or concerns please contact the Community School prior to the above date.

Please note that failure to comply will result in further investigation and commencement of the disenrollment process.

Thank you for your cooperation and please remember this project is to protect the Fair Lawn tax paying residents, and ensure Fair Lawn children continue to receive the highest level of education possible.

If you have any questions or need assistance please do not hesitate to call the office at (201) 794-5450 Ext. 2369 or 2365

Sincerely,



Michael Shansky, Community School Director

**We do not require, and will not request, documents that reveal immigration status, or other documents protected from disclosure by law. We will consider the totality of information and documentation you provide in making our determination. Please contact the office with any questions or issues concerning the required documents.*

STEP 4: DOCUMENT REVIEW

1. Trained Community School staff will review provided documents and sort into 3 categories.
 - Verified, Incomplete, or No response
2. Parents/ guardians will be notified once verification is complete or if additional information is required

STEP 5: INVESTIGATIONS

(IF NECESSARY)

1. Incompletes and no responses will require further investigation
2. If residency cannot be verified within Fair Lawn the dis-enrollment process will begin
 - The district approved investigator will be utilized as necessary

QUESTIONS???

