

Guidance on Establishing Colorado Residency *for newly enrolled students participating in 100% remote learning*

CDE Clarification Regarding Enrollment and Remote Learning

If a district (or school) has a student who is continuing from the 19-20 school year into the 20-21 school year, and the student's parent/guardian has opted to enroll their student in the 100% remote learning option being provided by the district (or school) as a result of public health and safety measures implemented as a result of the COVID-19 pandemic, the School Auditing Office will not be verifying the location from which a student is completing the remote learning (i.e., within or outside of Colorado). However, if the student is not completing remote learning from Colorado, the student must continue to be a resident of Colorado in order to be eligible for funding during the 2020-21 school year.

The following guidance has been adapted from the [Sample of Colorado Residency with Instructions](#) developed by the Colorado Department of Education for online programs and schools.

The following guidance should be followed by CSI schools offering 100% remote learning for Fall 2020 to confirm residency of newly enrolled students participating in 100% remote learning for the Fall of 2020.

A Confirmation of Colorado Residency form (online or printed) must be completed by any families of newly enrolled students who will be engaging in 100% remote learning for Fall 2020. Completed forms should be maintained by the school and will need to be available for the October Count Audit. Families are not required to submit allowable examples of residency to the school—only a copy of the completed and signed residency form is needed.

Examples of Residency Documentation

Reasonable evidence of Colorado residency documentation should include the physical address of the household. Examples of documentation that evidences Colorado residency include, but are not limited to:

- Property tax payment receipts
- Residential Lease Agreement (that encompasses the pupil enrollment count date)
- Rent payment receipts
- Utility service payment receipts
- Inclusion on the Direct Certification List
- Completed Family Economic Data Survey form or Application for Free and Reduced Priced School Meals
- Written "Statement of Residency" executed by the student's parent/guardian
- Appropriate residency documentation for a member or dependent of a member of the United States Armed Services

Student October Count Per Pupil Funding

The Colorado Charter School Institute schools are audited annually. As part of the audit process, CSI schools offering 100% remote learning for Fall 2020 must be prepared to provide evidence of Colorado residency for all newly enrolled students engaging in 100% remote learning for Fall 2020.

Confirmation of Colorado Residency Form

Colorado residency is determined by the student and parent or legal guardian currently residing within the State of Colorado boundaries, except for students of military families that maintain Colorado as their state of legal residence for tax and voter registration purposes.

Please complete all required fields (*) to confirm Colorado residency for those students listed below. This information will serve as evidence of residency status for the Colorado Department of Education. Failure to complete all required fields (*) will result in an invalid/incomplete form.

*Name of Person Completing this Form: _____

*Relationship to student(s) listed below:

- _____ Parent
- _____ Legal Guardian
- _____ Self (student 18 years or older)
- _____ Self (student without a parent/guardian AND is in a crisis housing situation as defined by the McKinney-Vento Act)

*Name of Charter School: _____

*List **all** students enrolled in the charter school:

If additional students enroll after the completion of this form, a new form must be completed for those students not listed below.

1. _____
2. _____
3. _____
4. _____
5. _____

*Physical address for all students listed above:

This cannot be a post office box or general delivery at a post office.

*Street: _____ Apartment # _____

*City: _____ County: _____ *Zip: _____

I do hereby swear or affirm, under penalty of perjury, that each child(ren) is participating in 100% remote learning at the charter school, as listed above, and I are/will be residents of the State of Colorado.

*Signature: _____ *Date: _____