

Dr. Martin Karp, Board Member

**SUBJECT: REVIEW ADDRESS VERIFICATION RULES AND STRATEGIES  
TO ADDRESS OVERCROWDING**

**COMMITTEE: INSTRUCTIONAL EXCELLENCE AND COMMUNITY  
ENGAGEMENT**

**LINK TO STRATEGIC**

**FRAMEWORK: STUDENT, PARENT AND COMMUNITY ENGAGEMENT**

Many District schools offer educational programs and activities that are very attractive to parents. As a result, some of these schools are severely overcrowded to some extent because parents/guardians who do not live within the school's attendance boundary submit false addresses. Address verification is therefore an important tool for school administrators to reduce the overcrowding at these schools. Currently, School Board Rule 6Gx13-5A-1.08, *Transfers*, requires only that parents/guardians submit two of the following documents upon registration as proof of address: (1) broker's or attorney's statement of purchase of residence or properly executed lease agreement, (2) current homestead exemption card, or (3) electric deposit payment receipt or electric bill, bottom portion, showing name and service address. This rule, however, does not reflect the various other living arrangements existing in Miami-Dade County.

This item requests that the Superintendent be directed to review the feasibility/advisability of allowing or requiring additional information from parents/guardians living in an apartment building, such as (1) a letter from the building association in which the parent is residing with the contact information and business card of the building manager as well as an executed lease showing that the parent/guardian actually resides in the unit, (2) proof that a landlord or homeowner's association is aware that more than one family is residing in a single-family unit, or (3) Florida driver's license or other Florida identification that reflects the same address on the electric bill. It is also requested that the Superintendent be directed to consider sending parents/guardians a letter from the District informing them that submitting a false address is illegal and including the penalties. Finally, it is requested that the Superintendent recommend any other changes in the address verification process including additional allowable or required documentation and enforcement of these requirements. The item requests that the Superintendent report on these matters at or before the Board's February 2011 School Board meeting.

**ACTION PROPOSED BY  
DR. MARTIN KARP:**

Request that the School Board of Miami-Dade County, Florida, direct the Superintendent to review current address verification rules and report at or before the February 2011 School Board Meeting on the feasibility of allowing or requiring additional specific address verification strategies, and recommend any other improvements to the address verification process.