



Investigation of Inaccurate, Suspicious or False Addresses for Student Residency

The Cottonwood School may only enroll students that are residents of the State of California and residents of the following counties: El Dorado, Amador, Sacramento and Placer. As such, upon enrollment, the student's parent/guardian is required to provide proof of residency, either through presentation of permitted documents establishing residency, an Affidavit to Verify Residency Form, or a Parent Residency Affidavit Form.

If, thereafter, an employee of The Cottonwood School has reason to believe that the address provided by the parent/guardian is incorrect, was falsely reported, or is not longer valid and in line with The Cottonwood School's Residency Policy, every effort shall be made to ascertain the correct information. In order to initiate an investigation, The Cottonwood School's employee must document specific, articulable facts supporting the belief that the parent/guardian has provided false, inaccurate or unreliable evidence of residency.

School staff have the right and obligation to conduct a thorough investigation (due diligence) in order for The Cottonwood School's Principal to take appropriate action.

Such an investigation shall include:

1. Search The Cottonwood School's enrollment database by entering student's, parent's/guardians, names to locate siblings and review their residence information. ·
2. The Cottonwood School Principal or designee may interview the student(s) for residence information. At no time, however, shall any employee of The Cottonwood School inquire about a student's/family's immigration status.
3. The Cottonwood School Principal or designee may mail a letter to all known current and previous addresses requesting residency verification. Write or stamp "Do Not Forward-Address Correction Requested" on the envelope so that the letter will be returned to the school with the family's current address. · The new address should be entered into the student information system(s). · If the letter is returned with no forwarding information, the student and their parent/guardian must be contacted to provide new information. If the parent/guardian refuses to provide information the school must immediately initiate the investigative activities outlined above.
4. The Cottonwood School Principal or designee may conduct a home visit to establish residency at either the current or previous address.

5. The Cottonwood School Principal or designee may review publicly available documents, in paper form or through an electronic database, to verify the address of students by a review of property records. This method shall not be used to verify residence for students living in apartments, under leases or subleases, in foster or probation placements or in homeless situations since this method would not verify these residency situations.
6. The investigation shall not allow for the surreptitious photographing or video-recording of pupils who are being investigated. "Surreptitious photographing or video-recording" means the covert collection of photographic or videographic images of persons or places subject to an investigation. The collection of images is not covert if the technology is used in open and public view.
7. At all times during an investigation, employees and contractors of The Cottonwood School engaged in the investigation shall identify themselves truthfully as such to individuals contacted or interviewed during the course of the investigation.

If a new address and residency is established and located outside of California or the following counties: El Dorado, Amador, Sacramento and Placer, the Principal or designee shall follow the policy and procedures providing notice and a right to a hearing identified in The Cottonwood School's Residency Policy.