



WASHINGTON
Secretary of State

Address Confidentiality Program

Welcome



Rozlyn Finfrock
Training & Outreach Specialist



Leslie Christensen
School Contact – Post Enrollment
360-704-5252

Training Objectives

1. Learn the importance of the Address Confidentiality Program (ACP)
2. How to identify students and families enrolled in ACP
3. Learn about best practices to keep students and families safe

What is the Address Confidentiality Program?

A statewide program that provides individuals and their household members with a legal designated address for interacting with all state and local government agencies when creating public records*.

Services:

- Provide substitute address
- Confidential mail forwarding
- Agent for service of process
- Protecting voting and marriage records
- Training and outreach to state & local agencies & non-profits

Who is eligible?

Victim of:

- Domestic Violence (1991)
- Sexual Assault (1998)
- Stalking (2001)
- Trafficking (2008)

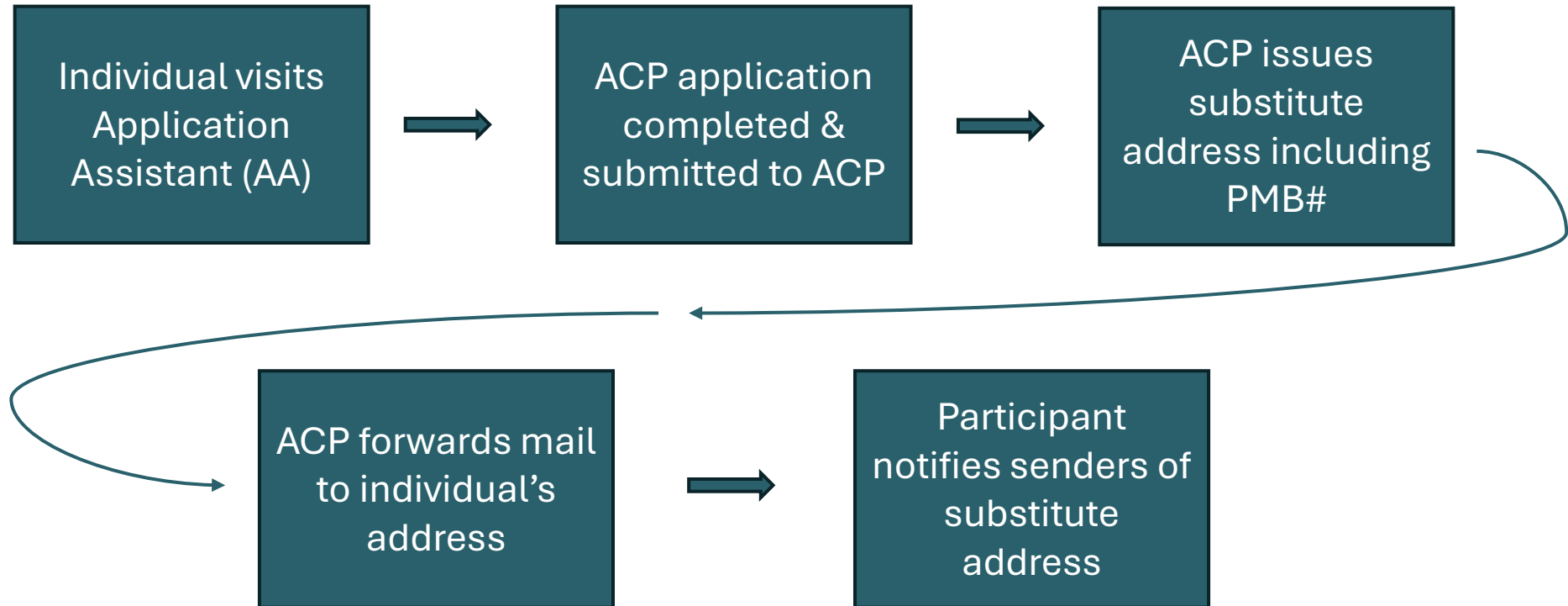
Employed as:

- Criminal Justice (2011)
- Election Official (2022)
- Protected Healthcare Worker (2023)

Must also:

- Be an **adult** or parent/guardian of a minor victim
- Have a temporary or permanent **residential address** in WA

How ACP Works



ACP Authorization Card

PO Box 257, Olympia WA 98507

State of Washington

Address Confidentiality Program

Pursuant to Chapter 40.24 RCW, the following person is authorized to use the ACP substitute address for all legal purposes;

Firstname Lastname

Birthdate: XX/XX/XXXX

PO Box 257 PMB #####

Card Expiration: XX/XX/XXXX

Olympia, WA 98507-0257

Signature of participant or parent/guardian

Upon request of the program participant, state and local agencies shall accept the address designated by the secretary of state when creating a new public document. The address shall be used as the participant's only address of record for residential, school, or work, and must be used on all correspondence.

Questions regarding the ACP program or use of this card:

(360) 753-2972 or toll free (800) 822-1065

Authorization #####

School Enrollment

Federal requirement:

- Residency verification
- FERPA

State requirement:

- Proof of residency

ACP:

- State program
- Authorization card & information letter
- Optional: District eligibility letter – upon request

McKinney-Vento:

- Federal program
- No residency document required

Learn how to recognize students & families

- What questions do I ask?
 - What can't I ask?
- Parent: Show authorization card when asking ACP address to be used.
- District/School: Can make a copy of the card. Information letter is for the file.
- District/School: Call the ACP to verify active participation.

How to work with ACP Households

ACP families will have difficulty providing “traditional” proof of residency documents.

Agreement between ACP and OSPI

- Information letter
- School district eligibility letter
 - Based on residential address on file with ACP
- Maybe McKinney Vento eligible

PO Box 257
Olympia, WA 98507-0257
1-800-822-1065

November 26, 2024

Hello!

Attached is the copy of the ACP Informational School Letter we mention in the School District section in the Key Information Handbook you received in your welcome packet.

The Informational letter is for the school to keep in your child(ren)'s file. The letter explains how to use the ACP address for school records.

Your school district may need an additional letter from the ACP to verify which district and school your child is eligible to attend.

The letter is addressing verification that the school requires instead of a utility bill or other document. This letter is called a District Eligibility Letter. You or a school registrar can request that we send this letter. ACP will send this to you, and you will need to share the letter with the school.

Call to request a letter or with questions! 360-753-2972.

Thank you!

Sincerely,

ACP Staff

Please Place This Document in The Student's School Record

Address Confidentiality Program Information School Letter

Dear Enrollment Administrator:

The Address Confidentiality Program (ACP) is administered by the Office of the Washington Secretary of State. It is governed by RCW 40.24 and administrative rules WAC 434-840. When a participant provides their ACP authorization card, ALL state, county, and local government agencies – including public schools - must accept this substitute address as if it were a home address and use it on all internal and external records as the address of record. Other identifying information, such as a telephone number, is not given the same confidentiality.

School Records

The ACP provides all program participants with an authorization card. If a participant requests the use of the ACP substitute address, please ask to see the card and make a copy for your records.

Please note that the student's records must show only the ACP substitute address and *never the student's actual residential address*. This ensures the confidentiality of the student's location. The school may use the ACP substitute address for regular 1st-class correspondence as well as forwarding student records. The following format should be used (as printed on the participant's ACP authorization card):

Xxxx xxxxxx
PO Box 257 PMB xxxxxx
Olympia, WA 98507-0257

The ACP participant should provide the school with emergency contact information and all other information required of every other student. If the ACP participant requests or requires transportation, they will need to provide drop-off and pick-up location information.

Verifying enrollment eligibility

The Address Confidentiality Program Manager and the Superintendent of Public Instruction developed a procedure for verifying enrollment eligibility. ACP staff can verify over the phone if an ACP participant is active. However, ACP staff must only release district information directly to the program participant in a letter.

If the school needs verification of the attendance eligibility for your district, you may contact our office at the number below to make the request. The ACP will then send the letter to the parent, and instruct them to share the letter with the school/district as part of the enrollment process.

For Information on ACP see www.sos.wa.gov/acp or call 360-753-2972 or 1-800-822-1065

District Eligibility Letter

September 13, 2024

xxxx xxxx
PMB xxxx

Dear xxxx xxxx:

RCW 40.24 and WAC 434-840 require all Washington State and local government agencies – including public schools – to accept a participant’s use of the Address Confidentiality Program (ACP) substitute address in place of home, work, and/or school address if the participant requests it and presents an ACP authorization card.

This letter serves to verify the school district for the ACP participant and their child(ren). ACP maintains the actual residential address of all program participants. We use the school finder website (or the county GIS website if that is not available) to verify the district and the schools assigned to the address. If a child attends a choice school or a school that has an additional application, the ACP participant will need to work with the school. If a child needs an indistrict transfer, this letter will confirm that the address is in the school district.

The following children are participating in the ACP:

xxxxx xxxxx xxxxxx

The following school district and schools of attendance are assigned based on the family’s confidential address:

Xxxx School District
Xxxxx Elementary School
Xxxxxx Middle School
Xxxxxx High School

The ACP participant should bring this letter to the school as a part of school enrollment process. The letter should not be copied or kept in the student’s file since it lists location information.

If you have any questions about the ACP, or if we can provide further assistance, please feel free to contact us at 360-753-2972 or 800-822-1065.

Sincerely,

Leslie
ACP Post Enrollment Specialist

Scenario 1

A parent is enrolling a new student; they tell you that they are in the Address Confidentiality Program and show you a card. You have never heard of ACP, and you need a residential address to register the student.

You ask for their address, and they tell you PO Box 257 PMB 1234, Olympia WA 98507. They also hand you an ACP informational school letter. The letter informs you about ACP law and the substitute address to be used in school records.

What steps would you take to enroll the child?

Scenario 2

While enrolling their children in school, you have a parent that provides the school with their ACP authorization cards and an ACP informational school letter.

You are aware a request can be made to ACP to send the family a letter with district information. You make the request with ACP, and after a few weeks ask the parent to see the letter. The parent won't share it with you.

What steps could you take to receive the required information from the parent to register the child? If the parent does not provide ACP documentation, does that change how you enroll the child?

Scenario 3

A family has multiple children to enroll in your district and provides ACP authorization cards. They tell you they are also McKinney Vento.

They want the district to provide transportation for their children but don't want to give you their physical address, only their ACP address.

How do you respond? How do you explain the limitations not having an address for transportation provides? Does your system allow for a different residential address and bus pick up/drop off location?

Scenario 4

You hear a child you know is part of the ACP say that their family has moved. You suspect they have moved outside the district.

You ask the parent for a new ACP district eligibility letter. The parent provides you the letter and your school is not listed.

The parent would like the children to finish the year in the current school. The parent is not requesting transportation for the children.

What steps does the parent need to take to make this accommodation?

Considerations for Creating

- Include specific steps for enrolling ACP families.
- Review policies that may be a hurdle for enrollment.
- Include residency information for ACP families on school websites.
- What can be made easier for families experiencing trauma?
 - Student Housing Questionnaire
 - Photo opt-out form

School website examples

Lake Washington School District website:

If you are part of the **Washington State Address Confidentiality Program**, an official letter from the Address Confidentiality Program stating the attendance area school fulfills the requirement to establish residency in the Lake Washington School District. You must submit a renewed letter to the school each year.

Bellevue School District website:

Washington State Address Confidentiality Program

An official letter from the Address Confidentiality Program stating the attendance area school fulfills the requirement to establish residency.

Questions?

Can ACP staff access your district's school finder?

Suggested Next Steps:

- Create district/school best practices enrolling ACP families.
- Have staff taken trauma informed training?