

**2017-2018 RESIDENCE VERIFICATION REQUEST PROCESS**  
**THE ALPHA INITIATIVE**  
**DEPARTMENT FOR STUDENT RETENTION AND TRUANCY PREVENTION**

1. Log in to MYEPISD.
2. Click on eService Requests at the left hand side of the screen.
3. Click on ALPHA REQUESTS. This will open the online request form.
4. Enter student and parent information as requested by the form.
5. Please include only one student per electronic request. NOTE: If students are siblings, you may list the siblings in the DESCRIPTION part of the form.
6. In the DESCRIPTION blank, please identify the SUSPICION which leads to the residence verification request along with a detailed description of why the school suspects non-residence . For example: RETURNED MAIL, PATTERN OF TARDINESS, STUDENT SELF-ADMISSION, ALLEGATION OF NON-RESIDENCE, ATHLETIC ELIGIBILITY, ETC., along with a detailed description of suspicion. Please note: We will not residence check students and families for whom generic reasons are listed. Examples of non-allowable generic reasons are: AS PER PRINCIPAL, DISCIPLINE, FAMILY MOVES A LOT, MEXICO/NEW MEXICO LICENSE PLATE (without other, more specific statement of suspicion), NO REASON LISTED, ETC.
7. At the bottom of the ELECTRONIC REQUEST FORM be sure to CC staff members who you would like copied on the request. Please be sure to CC Mark Mendoza and Sylvia Maldonado so that we will receive an email when you complete your request.
8. Sylvia Maldonado or Mark Mendoza will assign a LEAD on the investigation and all personnel who are on the CC will receive progress reports as the investigation progresses.
9. All RESIDENCE VERIFICATION REQUESTS will be reviewed for prior checks during last school year. If the student/family has been found previously to be RESIDING, then an additional statement of suspicion documenting any change that merits an additional residence check will be required. This is to avoid unnecessary harassment of our clients.
10. No RESIDENCE VERIFICATIONS will be performed without an Electronic Service Request.