

## **CONFIDENTIAL ADDRESS PROGRAM**

### **IMPLEMENTATION IN PUBLIC SCHOOLS PLACE THIS DOCUMENT IN STUDENT'S SCHOOL RECORDS**

**Program Summary:** The goal of the Confidential Address Program (CAP) is to help victims of domestic violence stay safe after they relocate to flee their abusive situation. The Office of Secretary of State administers this unique program. We assign each CAP participant a fictitious address. The fictitious address has no relation to a participant's actual location. State, county, and local government agencies accept this fictitious address and use it on all internal and external records. It is important to note that other identifying information, such as a telephone number, is not accorded the same confidentiality. Your school must accept the CAP fictitious address as though it is a citizen's actual, residential address, when a CAP participant presents their identification letter.

CAP issues each participant an authorization letter. This letter shows the participant's name, designated fictitious address, CAP authorization code, date of issue, and other additional information. Also included in this letter is the telephone number for the program (1-888-432-6189).

Public schools may encounter program participants as students, parents or school personnel. Though the number of participants in any district may be small, their particular security needs will be great. They will appreciate sensitivity and thoughtfulness when responding to their requests for confidentiality so they may continue to be safe in their new home.

**Pursuant to NRS 217.464 sec. 6 (1)** If a pupil has been issued a fictitious address or the parent /legal guardian with whom the pupil resides has been issued a fictitious address; the pupil may attend a public school that is located in a school district other than the school district in which the pupil resides.

**Verifying enrollment eligibility:** The Confidential Address Program Administrator and the Superintendent of Public Instruction have developed the following procedure for verifying enrollment eligibility. If the school administration staff need to verify a CAP participant's enrollment eligibility, they can call the CAP office (1-888-432-6189). CAP staff will email or fax a request for verification form to be completed and to be returned to CAP by fax or regular mail. The staff member will need:

- \* Name of student
- \* Student's CAP Authorization Code
- \* School name and School District number

- \* School staff person's name
- \* School telephone number for a return call

CAP staff will determine whether the student and/or guardian of the student is a current participant in the program and attempt to verify enrollment eligibility. In some cases this may take some time. Meanwhile, school staff should register the student for classes. Verification of a student's CAP participation confirms residence within the State of Nevada.

School staff must accept the fictitious address as the address of record for the student. Communications from the school sent to the fictitious address will be forwarded to the student. Emergency contact information, such as telephone numbers for responsible individuals at non-confidential addresses, should be provided just like any other student. If the student requests or requires school-provided transportation to his/her home address, CAP participants must provide drop-off and pick-up location information.

**Frequently asked questions:** Most of the questions from school districts regarding how to handle school records for a CAP participant. Since school records are readily accessible to school district staff, non-custodial parents, and in some cases even the public, it is important that the student's records show only the fictitious address - **never** the student's actual residence location. When transferring school records from one school to another, the transferring school may send the files to the Confidential Address Program. School records should document that fact. The Confidential Address Program will then forward the files to the new school, thereby insuring the confidentiality of the student's new address.

For further information, comments, or suggestions, the Confidential Address Program may be reached at CAP, P. O. Box 2743, Carson City, NV 89702-2743 or 1-888-432-6189.



**State of Nevada  
Confidential Address Program  
P. O. Box 2743  
Carson City, NV 89702-2743**

