



ACP

Address Confidentiality Program

2016

Guide for Schools



Program Description

The Address Confidentiality Program (ACP) is a statewide program that provides survivors of domestic violence, sexual offenses, and/or stalking with a legal substitute address for interacting with all state and local government agencies. The purpose of the ACP is to reduce the risk of future harm. The ACP laws are found beginning at §24-30-2101, C.R.S. For a summary of the most relevant school-related laws and rules, please see the last pages of this guide.

All state and local government agencies, including schools, must accept the substitute address as the participant's legal address.

Participants use the substitute address as their legal address for home, work, and school. When participant mail arrives at the substitute address, the ACP sorts the mail by household, places the mail in a larger envelope, and resends the mail to the participant's actual address.

Parent Requests for ACP Confidentiality *§24-30-2103(1) C.R.S.*

When an ACP participant presents their program authorization card, the following information is confidential:

- Street address
- City
- County
- Voting precinct
- Phone number
- Unique identifying information related to a participant's home, work, or school address.

Additional Confidentiality Request *§18-9-313, C.R.S.*

A parent can request additional confidentiality by making a written request to the school. The request does not require a particular form. If a school receives a written request for additional confidentiality, the following information (in addition to the above information) shall not be made available on the Internet:

- Email addresses
- Photographs of the student or student's home

The following ACP participant student information is not confidential:

- ACP participation
- Date of ACP enrollment
- The student's substitute address
- State of residence
- School records which were created over 90 days prior to ACP enrollment
- Information that a participant voluntarily provides

What to Do When a Parent Says, "I'm an ACP Participant."

1. **Verify program participant status by requesting to see ACP authorization cards:** All ACP household members (including children) are issued ACP cards. You are authorized to make copies of the cards. ACP staff can also verify participant status by telephone. Please call 303-866-2208 and leave a message with the student's name and substitute address. We will verify participation within one business day.

 <p>State of Colorado Address Confidentiality Program</p> <p>Pursuant to Sec. 24-30-2101 C.R.S., the following person is authorized to use the following substitute address for all legal purposes:</p> <p>ACP Participant Name 1001 East 62nd Avenue, Apt #1234 Denver, Colorado 80216</p> <p>Expiration Date: mm/dd/yyyy</p> <p>Signature Strip Here Signature of Participant or Parent/Guardian</p>	<p>"When a program participant submits a current and valid address confidentiality program authorization card to the agency, the agency shall accept the substitute address...as the participant's residential, work, or school address when creating a new public record..." Sec. 24-30-2108 C.R.S.</p> <p>This address shall be used as the participant's only address of record and must be used on all correspondence.</p> <p>Questions regarding the program or the use of this card: (303) 866-2208 toll-free (888) 341-0002 acp@state.co.us www.colorado.gov/acp</p> <p>Authorization # 600000000</p>
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2. **Begin the enrollment process:** Do not ask the participant for their actual address or require them to provide proof of residency.
3. **Complete the "Request for District Eligibility" form and submit it to the ACP:** This form is located in the back of this guide, and on our website at www.colorado.gov/dcs/acp. Click on "Specific Agency Information." The form is found under "Schools." Upon receipt of this form, ACP staff will verify the student's district eligibility and will provide you with written verification or denial of eligibility.
4. **Student record transfers are facilitated by the ACP.** Parents should complete the ACP "Release of Information: School Records" form which is found in their welcome folder. Parents should provide the form to the ACP — not the school. Parents can contact the ACP if they need another copy of this form. The ACP will request student records from the previous school and forward them to the enrolling school upon receipt. Please do not include additional requests for confirmation of enrollment and attendance.
5. **Use only the ACP substitute address listed on the ACP authorization card:** All internal and external student records should reflect only this address.

Additional Things to Keep in Mind

Emergency Contact Information

ACP participants must provide the school with emergency contact information just like any other student. Parents should not provide the ACP phone number as an emergency phone number. They can provide their number or the number of someone who will be willing and able to relay a message to them.

School Transportation

If a student requests or requires school-provided transportation, the parent or the school may contact the ACP and request verification of the student's transportation eligibility.

School Directory

Please presume that ACP participant students have opted out of school directory listings.

Notice of ACP Participation for School Records

A copy of this notice is provided to each ACP household in the welcome folder and is also found on the [ACP website](#). Parents should provide the school with this notice, and the notice should be placed in all ACP student files.

Frequently Asked Questions

- Q How do we provide the Colorado Department of Education with adequate documentation of compliance with confirmation of enrollment and attendance?**
- A. Retain a copy of the “ACP Request for Student Records” letter. This letter is adequate confirmation of current school enrollment and attendance.
- Q I have welfare or attendance concerns about a participant student. What should I do?**
- A. Any attendance concerns should be handled in the same manner as any other student. If law enforcement is contacted, let them know that the student is an ACP participant, and that any release of participant information must come from the ACP. Reports to child welfare should be made during school hours, if possible. Let human services know that the student is an ACP participant and that you are prohibited from releasing any actual address or phone number information. Human services can ask law enforcement to request a release of participant information from ACP, if needed.
- Q If the alleged abuser is the other parent, can that person access information about the child?**
- A. ACP participation does not prevent the lawful disclosure of information to parents. Therefore, all school records should reflect only the ACP substitute address.
- Q Can the ACP disclose participant address information?**
- A. The ACP laws allow the emergency disclosure of actual address and phone number information to a criminal justice agency or official under the provisions outlined in §24-30-2110 (12), C.R.S. and Rule 8.0 of 1 CCR 103-6.
- The ACP laws provide a non-emergency process for releasing participant information to state and local government agencies (including schools). The process is outlined in §24-30-2110, C.R.S.
- Q What if a participant moves during the school year?**
- A. Schools may request eligibility verification at any time. If you would like the ACP to re-verify a student’s eligibility, complete and submit the “Request for District Eligibility” form.

Q. Can pictures of ACP students be posted on the school website?

A. Photographs and other digital data are considered “public records” under the definition in §24-30-2103(10) C.R.S. In addition, HB15-1174 prohibits the release of “personal information” (including photographs), upon receiving a written request from the parent to keep this information confidential. Schools may want to consult with the parent and their legal department before posting or releasing any kind of ACP student information.

Q. How do I contact the ACP Office?

A.

The Colorado Address Confidentiality Program
1001 East 62nd Avenue, B-2
Denver, Colorado 80216

Metro area: (303) 866-2208

Toll free: 888-341-0002

ACP Website: www.colorado.gov/dcs/acp

E-mail: acp@state.co.us

Relevant ACP Laws

The table below provides an overview of some relevant ACP laws. The ACP laws, in their entirety, can be found beginning at §24-30-2101, C.R.S. Most recently, HB15-1174 amended the ACP laws and became effective on March 20, 2015.

ACP Provision	Statutory Reference
Participants are responsible for requesting the use of their substitute address.	§24-30-2108(1), C.R.S
Agencies are authorized to make copies of a participant's ACP authorization card.	§24-30-2108(2), C.R.S
A school district shall accept the substitute address as the address of record and shall verify student enrollment eligibility through the ACP. The ACP shall facilitate the transfer of student records.	§24-30-2108(9), C.R.S
State and local government agencies must redact any actual address records created up to 90 days prior to enrollment in the program.	§24-30-2108(11), C.R.S
When a participant is provided with the legal right to act within 10 days or less after the service of a notice or other paper, five days shall be added to the prescribed period.	§24-30-2104(3)(c), C.R.S
Under certain circumstances, a participant's actual confidential address can be disclosed by the ACP.	§24-30-2110 (1) and (12) C.R.S

Relevant ACP Rules

1 CCR 103-6

- 9.0 School Enrollment and Record Transfers
 - 9.1 At the request of an enrolling school, the Address Confidentiality Program will determine the student/participant's school district eligibility based on the current residential address listed in the participant's program file.
 - 9.2 The Address Confidentiality Program will notify the enrolling school of district eligibility in writing.
 - 9.3 The Address Confidentiality Program will request a student's records for the purpose of transferring such records from one school to another upon receiving the written request and authorization from the student's parent or legal guardian.



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Request for District Eligibility

Date of Request: _____

Name and Title (Person making the request):

Requesting School District: _____

Address: _____

Phone: _____ Fax: _____

Name of Student: _____

Student's Date of Birth: _____

Student's ACP Authorization Number _____
(This number is located on the back of the child's ACP authorization card)

Please fax, email, or mail the completed form to the ACP.

The ACP will check the student's enrollment eligibility based on the actual address contained in our files. We will provide confirmation or denial of eligibility in writing.

Please assume that the parent is enrolling their child in the correct school and enroll the child while this request is pending.

1001 East 62nd Avenue | Denver, Colorado 80216
303-866-2208 | Toll-free 888-341-0002 | Fax: 303-866-3946
Website: www.colorado.gov/acp | E-mail: acp@state.co.us



COLORADO
Division of Central Services
Department of Personnel
& Administration

Department of Personnel & Administration | Division of Central Services
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