

BARBERS HILL INDEPENDENT SCHOOL DISTRICT

Administrative Procedures for the Verification of Student Residency

Regardless if a student is new to the district or is a returning student, EVERY student at all campuses shall be required to provide such proof of residency as a condition of enrollment each year. EVERY student must register in person at the campus he/she will attend each school year and be accompanied by a parent or guardian.

NOTE: If a student's address or other pertinent information changes during the school year, please submit this information to the appropriate campus promptly.

District Resident

Proof of Residency for Real Property Owners and Tenants

Valid utility receipt will only consist of a *current* cable/satellite, electricity, gas, telephone, or water utility receipt, which must include a physical address for the subject residence. *Proof of Residency Documents NOT accepted are:* Disconnect Notices, Bills without Current Date, Property Tax Statements, Insurance Documents, Cell Phone Bills, Handwritten Notes, Homeowner's Association Information.

- A student whose parent or legal guardian or other person having **lawful control** under a court order, that **owns** a residence within the boundaries of the District, shall provide proof of residency by presenting a valid receipt for utilities **once per school year** which will be during student registration in August.
- A student whose parent or legal guardian or other person having **lawful control** under a court order, that **leases or rents** a residence within the boundaries of the District, shall provide proof of residency by presenting a rental receipt **twice per school year** which will be once during student registration in August, and again in January.
- A student whose parent or legal guardian or other person having **lawful control** under a court order, that **resides in a RV campground or hotel/motel** within the boundaries of the District, shall provide proof of residency by providing a rental receipt **monthly** that provides signature, date, physical address, and rental amount from the landlord.

Affidavit of Parent and Minor Student who resides with District Resident

Proof of Residency for Students (with a Parent and Legal Guardian) Residing in the Home of a District Resident

Proof of residency for students who may reside with a parent or legal guardian in the home of a District resident, shall be required to provide proof of residency by affidavit as sworn before a Notary Public of the State of Texas. Any student for whom admission is sought under these conditions shall be required to secure the affidavit form from the appropriate campus and shall be further required to execute said documents before a Notary Public prior to enrollment. After the affidavit is notarized, it must be approved by the Superintendent's Office, then may be presented to each campus and maintained there. All students who may be enrolled on the basis of a sworn affidavit shall be required to **renew** the affidavit each year as a condition of continued enrollment.

Affidavit Admissions Approval for Student Living with Person Having Lawful Control under Court Order

Proof of Residency for Students Residing in the Home with a Person having Lawful Control

The Person having lawful control of a student under a court order shall be required to provide a copy of the court order documents and also to show proof of residency by presenting a valid receipt for utilities (i.e., cable, electricity, gas, telephone, water) which must include a physical address for the subject residence. Any student for whom admission is sought under these conditions shall be required to secure the affidavit form from the appropriate campus and shall be further required to execute said documents before a Notary Public prior to enrollment. After the affidavit is notarized, it must be approved by the Superintendent's Office, then may be presented to each campus and maintained there. All students who may be enrolled on the basis of a sworn affidavit shall be required to **renew** the affidavit each year as a condition of continued enrollment.

Affidavit Establishing After School Care by Grandparent

Proof of Residency for Students who have established After School Care by Grandparent who is a District Resident

Students who are **NOT** a district resident but has established after school care at their grandparent's residency shall be required to show proof of grandparents residency by presenting a valid receipt for utilities (i.e., cable, electricity, gas, telephone, water) which must include a physical address for the subject residence. Any student for whom admission is sought under these conditions shall be required to secure the affidavit form from the appropriate campus and shall be further required to execute said documents before a Notary Public prior to enrollment. After the affidavit is notarized, it must be approved by the Superintendent's Office, then may be presented to each campus and maintained there. All students who may be enrolled on the basis of a sworn affidavit shall be required to **renew** the affidavit each year as a condition of continued enrollment.