

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.

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

District Resident

Proof of Residency for Real Property Owners and Tenants

1. *Current, valid utility bill, including cable bills (showing service address). Applications for utility service, a "disconnect" bill or a cell phone bill will not be accepted. If utility bill is not in the name of the parent or legal guardian, an affidavit from the appropriate campus must be completed, notarized, and approved through the superintendent's office prior to registration. A recent rent receipt (if all bills paid by landlord) will be accepted.*

AND

2. *Proof of home ownership (Chambers County Appraisal District) or lease/rental agreement listing all tenants in the rented property.*

- 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. Proof of ownership, from Chambers County Appraisal District, will also be required.
- 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 lease agreement, listing all tenants in the rental property, will also be required.
- 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 in **August, December and March** 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.

***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 show proof of residency.

***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** district residents but have established **substantial** after school care at their grandparent's residency shall be required to show proof of grandparents' residency.

***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 presented to each campus where it is maintained. The affidavit must be renewed each year as a condition of continued enrollment.**