

ADMISSIONS
RESIDENCY VERIFICATION

FD
ADMINISTRATIVE REGULATION

VERIFICATION OF
AGE

The principal must verify the age of each student enrolling in the District for the first time. If a birth certificate is not available, the principal may accept other documents as proof of a student's age.

PROOF OF
RESIDENCY

At the time of registration, the parent, guardian, or other person having lawful control of the student under order of a court must present at least one proof of residence in the District *plus* a copy of driver's license or Texas I.D. with matching address information.

Acceptable documents include:

- a current utility bill in parent's name – water, gas, or electric
- a current lease agreement;
- mortgage/rent receipt for the current or previous month; or
- deed of sale

Unacceptable documents include:

- driver's license
- personal checks
- telephone bills
- car insurance policies/cards
- credit card statements
- cable/satellite bills

For a student living separate and apart from his or her parent, guardian, or other person having lawful control under order of a court, the adult District resident with whom the student resides must provide proof of residence in the same manner as a parent.

For a non-resident student whose resident grandparent provides a substantial amount of after-school care, the grandparent must provide proof of residence in the same manner as a parent.

VERIFICATION OF
RESIDENCY
INFORMATION

District staff in charge of enrollment procedures may require additional documentation when a student's residence status is in question. The Superintendent or designee may verify a student's residence information by:

1. requiring additional mail addressed to the person enrolling the student;
2. visually inspecting the residence for evidence that the student indeed lives there; or

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