

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

3. applying the criteria outlined in the UIL Constitution and Contest Rules.

EXCEPTIONS

Proof of a student's residency shall be waived in the following circumstances:

VICTIMS OF FAMILY
VIOLENCE, SEXUAL
ASSAULT, OR STALKING

1. When the student or the student's parent or guardian is a participant in the Attorney General's address confidentiality program for victims of family violence, sexual assault, or stalking. In this case, the District must accept a substitute post office box address designated by the Attorney General if it is presented by a parent or student participating in the program;

HOMELESS STUDENTS

2. When the student is homeless as defined by law; or

SUBSTANTIAL CARE BY
RESIDENT GRANDPARENT

3. When the student is a non-resident for whom a resident grandparent provides a substantial amount of after-school care. As approved by the Board, a substantial amount of after-school care consists of at least two (2) hours per school day for five (5) days during the regular school week.

The student may continue in enrollment as long as the grandparent provides this level of care.

The Superintendent has authority to waive these requirements on the basis of the student's extenuating circumstances.

ADMISSION
INFORMATION

The District requires completion of a form containing information on each student seeking admission (obtained from campus). If the student is not living with a parent, guardian, or other person having lawful control of the student, the District will verify the student's reason for establishing a residence separate and apart from the student's parent, guardian, or other person having lawful control of the student under order of a court.

DESIGNATION OF
PERSON STANDING IN
PARENTAL RELATION

The District will request that a Power of Attorney be provided for any student not currently residing with a parent or guardian (obtained from campus). The District will establish a timeline for the completion and return of the Power of Attorney and a procedure for waiving this request when the Superintendent determines that a student's circumstances preclude compliance.