



Proof of Residency Requirements

What you need to know about proof of residency

In order to ensure that PISD resources are being utilized for students who reside in PISD, all students in the following categories will be required to provide proof of residency, as established in the PISD revised residency verification process that began in the 2011-12 school year.

- All new students to PISD
- Returning PISD students that will be incoming Kindergarten, 3rd, 6th & 9th graders
- Returning students with a change of address

Under Texas Education Code §25.001(b)(1), a student is entitled to admission if the student and either parent reside in the district. This document provides information on the documents needed to help prove residency requirements. **If** you are unable to provide the requested documents, please discuss the matter with your child's school.

Texas Education Code §25.001(b) (2-9), identifies other circumstance under which a student may be enrolled. A student enrolled under the TEC §25.001(b) (2-9) provisions will require additional forms to be completed such as, but not limited to Temporary Residence or Power of Attorney). Any type of special circumstance may be discussed with a school administrator and/or designee (such as the registrar).

All applications for enrollment in PISD public schools under TEC §25.001 will require at least three proofs of residency. **If** these documents supporting proof of residency are not submitted within 35 days of enrollment, PISD shall conduct an investigation to determine eligibility of the student/family. In the event that PISD determines documentation was falsified and the student was not a resident of PISD, the student will be required to withdraw from PISD. PISD may pursue legal action against a parent for the amount the district has budgeted for each student as maintenance and operating expenses under TEC §25.001(h)(2) for the period the ineligible student was enrolled in a PISD school.

Failure to produce the appropriate documents for admission and enrollment may result in an investigation by school officials to determine residency eligibility of the student and either parent. The investigation may include a home-visit by a school official or School Resource Officer (SRO). The residency procedures outlined in this document do not apply to homeless students.

All applicants must submit at least <u>one</u> document from <u>each</u> of the following <u>three</u> columns:		
Column A	Column B	Column C
<ul style="list-style-type: none"> • Mortgage statement from the last 60 days. • Lease from the last 60 days. • Legal affidavit regarding sublease. • Legal affidavit from landlord affirming tenancy. • Temporary Residence Affidavit with updated Driver's license submitted within 35 days. • Section 8 Agreement. 	<p>A utility bill or work order dated within the past 60 days:</p> <ul style="list-style-type: none"> • Water bill • Gas bill • Electric Bill • Utility Work-order (for new residents) <p>We do not accept cell phone, cable and insurance bills. Termination notices are also not accepted. If a family is sharing housing with an individual/family and does not pay rent under Temporary Residency, the family shall submit a utility bill in the name of the person who owns or leases the property.</p>	<ul style="list-style-type: none"> • Valid Texas driver's license ~ address matches other documents • Valid Texas driver's license ~ address does not match other documents • Valid Texas photo identification card <p>Please discuss any missing documentation with your child's school.</p>

A family may report residency fraud by contacting the school district's main office at 594-0000 and/or home campus.