

Acceptable Documents for Enrollment

Student Identification

Any of the following documents are acceptable for proof of identification:

1. Birth certificate;
2. Driver's license;
3. Passport;
4. School ID card, records, or report card;
5. Military ID;
6. Hospital birth records;
7. Adoption records;
8. Church baptismal record; or
9. Any other legal document that establishes identity.

The minimum set of information that must be transferred not later than the tenth (10th) working day after the date the District receives a request for the information includes all the following:

1. Social security number or state-approved alternate ID last reported through PEIMS;
2. Current social security number or state-approved alternate ID, if different from above;
3. Local student ID number, if used;
4. County-District-Campus number;
5. Campus name and phone number;
6. First, middle, and last name and generation code;
7. Sex, ethnicity, and date of birth;
8. Current grade level, and
9. Immunization records. *TEC §25.002(a)(3)*

[From the TEA Student Attendance Accounting Handbook]

Proof of Residency

Any of the following documents containing the name of the parent/guardian and street address are acceptable for proof of residency for initial enrollment purposes:

1. A recent utility bill (other than a phone or cable bill) with parent/guardian's name and street address;
2. House or apartment lease agreement*; or
3. An earnest money or purchase contract and a letter from a mortgage company indicating loan approval or proof from the home builder/realtor of cash payment verification*.

If the house/apartment lease agreement or utility bill is in the name of someone other than the parent/guardian, a notarized statement (*Affidavit of Bona Fide Residence*, Exhibit H) from the person whose name appears on the document must be presented along with the document (house/apartment lease agreement or utility bill). The notarized statement should indicate that the parent and student are living at the address listed as the bona fide residence for enrollment purposes. The parent must also complete a notarized statement (*Parent's/Guardian's Assurance of Bona Fide Residence*, Exhibit I). The completed forms must be presented, along with a *Verification of Bona Fide Residence* form, at the Katy ISD police department for review before finalizing the enrollment process. As long as a student's enrollment is based on a proof of residency in the name of someone other than the person enrolling the student (parent, guardian, person assuming custodial responsibility, or resident grandparent), the forms for bona fide residence must be completed and reviewed prior to the beginning of each school year.

Upon discovery of incomplete proof of residency documentation in the student's file or when campus personnel suspect that a student no longer lives at the address listed in the student's file, the campus principal or designee may request updated proof of residency from the parent/guardian and/or request Katy ISD police conduct a residency check. In addition to the above documents to verify residency, other documents may be requested such as a copy of the parent/guardian's drivers' license with the correct address and/or a copy of the parent/guardian's voter registration card. If the parent/guardian fails to provide the updated information or if a residency check validates the suspicion that the student does not live within the school's attendance zone, the principal may revoke the enrollment through a *Revocation of Enrollment Warning Notice* (Exhibit M).

* The parent/guardian is required to provide a utility bill once the residence is occupied. In addition, if the home house/apartment lease agreement or letter from the mortgage company/home builder/realtor is for an **intended residence**, with a move-in date within 60 calendar days of enrollment, an *Application for Early Enrollment Based on Documentation of Intended Residence* form [Exhibit E at FDB (REG)], a transfer application, will need to be completed. [See Exhibit C at FDA (REG) for an out-of-district transfer application or Exhibit E at FDB (REG) for an application to transfer within the district.]