

Northwest Independent School District
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 within 30 days when a student moves from one Texas school district to another 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; and
8. Current grade level.

[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:

1. A recent utility bill (other than a phone bill) with parent/guardian's name and street address
2. Home 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 home/lease agreement or utility bill is in the name of someone other than the parent/guardian, a notarized statement from the person whose name appears on the document must be presented along with the document (home/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. (See Exhibit C)

Upon discovery of incomplete proof of residency documentation in the student's file or when the campus suspects that a student no longer lives at the address listed in the student's file, the campus principal may request updated proof of residency from the parent/guardian. In addition to the above documents to verify residency, 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 and/or current (postmarked within the last 30 days) mail addressed to the parent (other than office mail) at the residence may be requested. UIL guidelines to verify residency may also be used, such as determining that the new residence is adequate to accommodate the entire family, all personal effects and furniture have been moved, former house is on the market at a reasonable price, sold, leased, etc., and that utilities at the former residence are disconnected or are no longer in the family's name. If the parent/guardian fails to provide the updated information or if a residency check validates the campus suspicion that the student does not live within the school's attendance zone, the principal may revoke the enrollment (see Exhibit G).

*If the home/lease agreement or letter from the mortgage company/home builder/realtor is for an **intended residence**, a transfer application will need to be completed. [See Exhibit C at FDA (REG) for an out-of-district transfer application or Exhibit B at FDB (REG) for an application to transfer within the district.] The parent/guardian is required to provide a utility bill once the residence is occupied.

Northwest Independent School District
Affidavit for Proof of Residency

Texas Penal Code, Section 37.10 Tampering with Governmental Record

- (a) A person commits an offense if he:
- (1) knowingly makes a false entry in, or false alteration of, a governmental record;
 - (2) makes, presents, or uses any record, document, or thing with knowledge of its falsity and with intent that it be taken as a genuine governmental record; or
 - (3) intentionally destroys, conceals, removes, or otherwise impairs the verity, legibility, or availability of a governmental record.
- (b) An offense under this section is a Class A misdemeanor unless the actor's intent is to defraud or harm another, in which event the offense is a felony of the third degree.

(A person found by a court to be guilty of a third degree felony may be imprisoned for 2 to 10 years and fined up to \$5,000.)

Education Code, Section 25.001 Admission

- (h) In addition to the penalty provided by Section 37.10, Penal Code, a person who knowingly falsifies information on a form required for enrollment of a student in a school district is liable to the district if the student is not eligible for enrollment in the district but is enrolled on the basis of the false information. The person is liable, for the period during which the ineligible student is enrolled, for the greater of:
- (1) the maximum tuition fee the district may charge under Section 25.038 of this code; or
 - (2) the amount the district has budgeted for each student as maintenance and operating expenses.

(A person found guilty of falsifying information on an enrollment form may be liable for tuition for a sum in excess of \$5,000.)

TO WHOM IT MAY CONCERN:

This document is provided to establish that the persons listed below reside at the address indicated:

Student's Name:	Last	First	Middle
Parent's/Guardian's Name:	Last	First	Middle
Address:			

Proof of residency must be established to determine that a student is a bona fide resident in the attendance zone of the school for which enrollment is sought. A student's bona fide residence shall be defined as the domicile that is the student's fixed, permanent, and principal housing for legal purposes. A student does not establish a bona fide residence by living in the district or a particular attendance zone for only a portion of the week unless this arrangement is specified in a divorce decree or other court order. UIL has very specific criteria that must be met for UIL eligibility. If a student plans to participate in UIL activities, this criteria should be reviewed. One of the following documents must be submitted along with this statement to verify the residency:

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

It is my understanding that since the home/lease agreement and/or utility bills for the above address are in my name rather than the parent/guardian this document is required as proof of residence along with a home/lease agreement or utility bill. I understand that falsification of a document related to school records is a criminal offense under *Section 37.10, Penal Code*. In addition to the penalty provided by the *Penal Code, Texas Education Code 25.001(h)* states that a person who knowingly falsifies information on a form required for enrollment is liable for tuition or costs if the student is not eligible for enrollment in the district.

Printed Name:	Last	First	Middle	Phone Number
Signature				Date

STATE OF TEXAS

COUNTY OF _____

BEFORE ME, the undersigned authority, on this day personally appeared _____ known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he/she executed the same for the purpose and considerations therein expressed. GIVEN under my hand and seal of office on this _____ day of _____, 20____.

(Affix Notary Seal)

Notary Public, State of Texas