

Keller Administrative Regulations

Topic:	Residency Verification
Contact:	Bill Newton
Related Policy:	FD
Approval Date:	May 17, 2005

Regulations for Residency Verification

Students may not be enrolled in district schools without proof of residence in the Keller ISD. Students must regularly sleep at the indicated residence at least five nights per week.

Parents/guardians of all students must annually verify residence in the district at initial enrollment and prior to enrollment for the fall term. Residency verification will be done at the campus the student will attend. The following procedures must be followed for each student.

- Elementary (PK-4) Provide information prior to August 1
- Intermediate (5-6) Provide information prior to August 1
- Middle School (7-8) Provide information prior to receiving schedules
- High School (9-12) Provide information prior to receiving schedules

Information Required

- Initial Registration – If Living In Own Residence Or Renting
 - Provide **Parent/Guardian** Driver's License
 - Provide Utility Bill Showing Name, Current Address And Date
 - Provide Rental Agreement Or Lease (If Renting Or Leasing)
 - Short Term (Monthly Or Unspecified) Rental/Lease Agreements Are Required To Provide Copies Of Payment Receipt On Monthly Basis.
- Initial Registration – If Building In KISD
 - Provide **Parent/Guardian** Driver's License
 - Provide Builders Contract Showing Projected Completion Date (Must Be Less Than Six Months)
 - Complete Information Sheet
 - **Follow Up** (At Projected Completion Date)
 - Provide Driver's License With New Address
 - Provide Utility Bill Showing New Address (**utility deposit or connection confirmation**)
 - Next School Year, Provide Information As Person Living In Own Residence
- Initial Registration – If Living In Another Person's Residence
 - Provide **Parent/Guardian** Driver's License
 - Provide Driver's License Of Person Responsible For (Owner Of) Residence
 - Provide Utility Bill Showing Name, Current Address And Date
 - Residence Owner To Complete Affidavit Of Residency
 - If Child(ren) Not Living With Parent, Provide Court Document Or Power Of Attorney (**signed by parent /guardian and notarized**)
 - **Follow Up** (In 30-60 Days & for following school years)
 - Provide **Parent/Guardian** Driver's License With Residence Address
 - Provide Utility Bill In **Parent/Guardian** Name, Showing Residence Address
 - **Next Year – Provide Attending School With Same/Current Information For Proof of Residency**

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Substantial Care

Acts of the 79th Legislature authorize that non-resident students whose Grandparents provide substantial care for that student may attend district schools. Substantial care is defined as at least two hours of care per school day for five days during the regular school week. If admitted, students shall attend school in the attendance area of the Grandparent's residence.

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AFFIDAVIT OF STUDENT ADMISSION INFORMATION (FOR NONRESIDENT STUDENT IN A GRANDPARENT'S AFTER-SCHOOL CARE)

NOTICE TO PERSON ENROLLING THE STUDENT: A person who knowingly falsifies information on a form required for a student's enrollment in the District shall be liable to the District for tuition or other costs, as provided in Education Code 25.001(h), if the student is not eligible for enrollment but is enrolled on the basis of false information. In addition, presenting false information or false records is a criminal offense under Penal Code 37.10.

BEFORE ME, the undersigned notary public, personally appeared _____ and _____, known to me to be the persons whose names are subscribed below, who, upon being duly sworn, stated:

To be completed by the parent or guardian:

I am over 18 years of age and am legally competent to testify. I have personal knowledge of the facts set forth herein, and they are true and correct.

1. My name is _____.

I am the parent or legal guardian of _____

for whom I am requesting admission to the Keller Independent School District under Education Code 25.001(b)(9).

2. This child and I reside at _____ in the _____ School District.

My telephone number is _____.

3. This child is _____ years of age on September 1 of this scholastic year and currently attends _____ in that district.

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4. This child's grandparent, _____, will provide my child after-school care as follows:

- a. Actual hours per day: _____ a.m./p.m. to _____ a.m./p.m.
- b. Number of school days per week: _____
- c. Months that the child's grandparent will provide this care:

5. I agree to notify the Superintendent within three school days of any changes to the after-school care described above.

6. I (do) (do not) authorize the employees of the Keller Independent School District to contact the child's grandparent identified below for non-emergency purposes. Contact for emergency purposes shall be as I have indicated on the District's Emergency Contact Information Card.

Signature of (parent/guardian) Affiant _____

Typed or Printed Name of Affiant _____

STATE OF TEXAS

COUNTY OF _____

SUBSCRIBED AND SWORN TO BEFORE ME on this the _____ day of

_____, _____.

Notary Public, State of Texas

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To be completed by the grandparent who will provide after-school care:

I am over 18 years of age and am legally competent to testify. I have personal knowledge of the facts set forth herein, and they are true and correct.

1. My name is _____. I am the grandparent of this child
2. I reside at _____ in the Keller Independent School District.
My telephone number is _____.
3. I shall assume responsibility for the supervision of this child for the purpose of providing after-school care as described in item 4 above.
4. I agree to notify the Superintendent within three school days of any changes to the after-school care described above.

Signature of (grandparent) Affiant

Typed or Printed Name of Affiant

STATE OF TEXAS

COUNTY OF _____

SUBSCRIBED AND SWORN TO BEFORE ME on this the _____ day of

_____, _____.

Notary Public, State of Texas