

BARBERS HILL INDEPENDENT SCHOOL DISTRICT

Administrative Procedures for the Verification of Student Residency

Regardless if a student is new to the district or is a returning student, EVERY student at all campuses shall be required to provide proof of residency as a condition of enrollment each year.

NOTE: If a student's address or other pertinent information changes during the school year, please submit this information to the appropriate campus within three days.

District Resident

Proof of Residency for Real Property Owners and Tenants

1. *Current, valid utility bill, including cable bills (showing service address). Applications for utility service, a "disconnect" bill or a cell phone bill will not be accepted. If utility bill is not in the name of the parent or legal guardian, an affidavit from the appropriate campus must be completed, notarized, and approved through the superintendent's office prior to registration. If all bills are paid and included in monthly rental fee, this should be stated in the rental/lease agreement.*

AND

2. *Proof of home ownership or lease/rental agreement listing all tenants in the rented property must be provided. Proof of home ownership can be found at Chambers County Appraisal District website, www.chamberscad.org. BHISD does not accept room rental/leases.*

- A student whose parent or legal guardian or other person having **lawful control** under a court order, that **leases or rents** a residence within the boundaries of the District, shall provide proof of residency by presenting a rental receipt **twice per school year** which will be once during student registration in August, and again in January. A lease agreement, listing all tenants in the rental property, will also be required.
- A student whose parent or legal guardian or other person having **lawful control** under a court order, that **resides in a RV campground or hotel/motel** within the boundaries of the District, shall provide proof of residency by providing a rental receipt in **August, December and March** that provides signature, date, physical address, and rental amount from the landlord.

Non-District Resident

****Affidavit of Parent and Minor Student who resides with District Resident***

Proof of Residency for Students (with a Parent and Legal Guardian) Residing in the Home of a district resident

Proof of residency for students who may reside with a parent or legal guardian in the home of a District resident, shall be required to provide proof of residency by affidavit. The Affidavit **must be renewed each year** as a condition of enrollment. If approved, a Residency Approval Form will be issued to upload during registration.

****Affidavit Establishing After School Care by Grandparent***

Proof of Residency for Students who have established After School Care by Grandparent who is a district resident

Students who are **NOT** district residents but have established **substantial** after school care at their grandparent's residency shall be required to show proof of grandparents' residency. Students enrolled with Grandparent Affidavit are **not eligible to drive to campus** and therefore, will **not** be issued a parking permit. The Affidavit **must be renewed each year** as a condition of enrollment. If approved, a Residency Approval Form will be issued to upload during registration.

Employee Student Transfers Non-resident district employees

Proof of Residency for an employee who is not a district resident

A non-resident district employee may request that his/her child(ren) be admitted to district schools by submitting a Student Transfer Form to the Residency Office. If approved, the employee will be issued a Residency Approval Form to upload during registration.

*** Any student for whom admission is sought under these conditions shall be required to secure the affidavit form from the Residency Office and shall be further required to execute said documents before a Notary Public prior to enrollment. After the affidavit is notarized, all affidavit students living less than 4 years at same address must be approved by Dr. Gerhart in the district Residency Office. If the affidavit is approved, a Residency Approval Form will be issued for uploading into the online registration application. All affidavit students attend North campuses.**