

## **Dallas ISD Magnet Programs Proof of Residency Frequently Asked Questions and Answers**

### **Did the district know about or encourage the “Government Crime Stoppers” post offering rewards for tips about individuals skirting admission requirements to attend Booker T or other magnet schools?**

The district was unaware of the post until it was brought to our attention by the news media.

### **How does the district handle allegations of admissions fraud?**

Allegations of admissions fraud are reported to the campus principal, the magnet office, or the district’s Professional Standards Department.

An address verification process was implemented this year whereby students are flagged for the following reasons:

1. Did not attend a district school during the previous school year.
2. Student submitted a change of address at any time during this school year.

### **The following procedures have been implemented to address the issues:**

1. Address Verification Letters mailed in October and February for any student not attending a Dallas ISD school the previous year.
2. Certified letters mailed when necessary.
3. Students who did not attend a Dallas ISD school the previous school year will receive a “Conditional Acceptance” until residency is verified.
4. Teams have been assigned to schools to perform audits on documentation provided as residency verification.
5. Home visits as necessary for students who cannot substantiate address.

### **What policies has the district implemented recently to address some of these issues?**

The district has not implemented any new policies to address these issues. The current Board Policy, [EHBJ \(Local\)](#), details the selection process for all magnet programs. The number of available seats for each magnet program is set prior to the opening of the application process. For each magnet program, all qualified in-district students shall be served before any out-of-district student may gain admission into that program.

### **How is Dallas Independent School District residency defined?**

Parent(s) or Legal Guardian(s) must actually reside with the student within the Dallas Independent School District boundaries. "Residence" is the permanent primary physical location where a person lives and sleeps. The residence of a minor child is presumed to be the residence of the parent or guardian who has legal physical custody of the child.

- i. If the student's parents are divorced and share physical custody, the student's residence is the location where the student lives the majority of the time—with the primary or majority custodial parent (court documents will be required).
- ii. If the student is not living with a parent, the Dallas Independent School District requires that a responsible adult obtain legal guardianship through the court system (notarized letters from parents giving "guardianship" to others are unacceptable).
- iii. A temporary residence within the Dallas Independent School District boundaries solely for the purpose of attending a Dallas Independent School District school shall not be considered residency.

### **How does Dallas Independent School District verify residency at the time of enrollment?**

Proof of residency is required annually for all students in all district magnet schools at the time of school registration. Documents that satisfy proof of residency are:

1. Utility bill that indicates reasonable usage (electricity, water, gas, with name of parent or guardian printed).
2. Standard printed (not handwritten) lease, rental, or mortgage agreement with parent or guardian's name.
3. Mortgage or renewal payment receipt with printed information identifying the name of the mortgage company, landlord, or apartment complex
4. Proof of Guardianship or Caregiver Affidavit, Court Order, Court Agreement, Court Judgement or Divorce Decree that awards custody to any person or joint custody.

The district reserves the right to request additional proof documents or to perform unscheduled home visits at any time to verify a family's residency. Families who move during the school year must re-submit proof of residency for the new address.

### **What if I don't have the required proof of residency with me when I register?**

All families must have the required documents at the time of new enrollment or back-to-school registration. The student's enrollment or registration will be put on hold until the family can return with the required proof of residency documents.

**If additional documents proving residency are requested, how do I submit them?**

Proof of residency documents must be submitted to the magnet campus within three (3) business days of request.

**What if none of the utility bills are in my name?**

We have listed a number of other proof documents that will allow us to substantiate your residence.

**What if all my statements and bills are online?**

You should be able to log into your online accounts and print copies of your statements and bills. Printouts are acceptable if they include the home/property address (not a P.O. box), the account holder's name, and the billing date.

**I'm worried about my privacy; will documents that I submit remain confidential?**

Yes, all submitted documents will remain confidential and will be shredded at the end of the school year. You may black out your financial information and/or account numbers to protect your privacy. We are only interested in names, addresses, and dates.

**What if I just moved or purchased a new home and don't have any proof documents yet?**

We have listed a number of documents that you should be able to provide even shortly after moving. If you provide the school with a new home purchase contract or closing escrow papers, you will have no more than 30 days to provide a second document.

**What if my lease renews during the summer?**

Prior to the expiration date of a lease, the parent must provide updated documentation to the campus. Therefore, a new or renewed lease and current driver's license for the same address must be submitted along with the utility bill.

**What if my lease expires during the school year?**

Prior to the expiration date of a lease, the parent is required to submit to the campus the new or renewed lease.

**What should I submit if my lease has changed to a month-to month?**

Prior to the expiration date of a lease, the parent is required to submit to the campus the new or renewed lease.

**What if my family does not have a permanent residence?**

Proof of residency requirements do not apply to students and families in a homeless situation as defined by the McKinney-Vento Homeless Education Assistance Act. If you feel you qualify as being homeless under

this Act, please request a "Student Residency Questionnaire" from the school secretary. A district representative will contact you to discuss your residency status.

**What if I am an undocumented immigrant?**

We will never ask families or students about their immigration status. Any child can attend a public school if they are living with a parent or legal guardian within the school district's boundaries and they are able to provide acceptable proof of residency or qualify under the McKinney-Vento Act.

**What are the consequences of residency fraud?**

Evidence that false information was provided will result in the withdrawal of the child(ren) from the magnet school. Presenting a false record or falsifying records is a criminal offense punishable by up to 10 years and \$10,000. TEXAS PENAL CODE §37.10. A person who enrolls a child under false documents may be liable for the cost of tuition or other costs. TEXAS EDUCATION CODE §25.002(d).