Initial Enrollment:

New students to KISD must complete the online enrollment process for them to be placed in a classroom. Each campus must follow the process chart for initial enrollment). Classroom placement cannot be determined until the following minimum items are provided:

- Completed enrollment form online (PowerSchools)
- Required Documents for All New Kindergarten-12th Grade Students
    - Student's Certified Birth Certificate
        - If the student's birth certificate cannot be provided, you must complete the Birth Certificate Exception Form and provide one of the following documents:
            - Passport
            - Adoption Records
            - Church Baptismal Record
            - School ID Card
            - Hospital Birth Record
            - Any other legal document that establishes identity
            - Student's Social Security Card
                - (optional, but preferred)
    - Parent/Legal Guardian Photo ID
    - Proof of Residency (see below for required documentation)
    - Student's Immunization Record (must include physician signature or stamp)
        - Student immunization records must be validated by a physician's signature or stamp. Current immunization requirements can be found at www.KellerISD.net/Health.
        - All students new to the District must present an immunization record prior to enrollment approval.
        - All incoming seventh-grade students are required to have a Tdap Booster and an MCV4 (meningitis vaccine) prior to the first day of school.
    - Additional Documents (if applicable)
        - Proof of legal restrictions (signed court orders or legal documents in their entirety); or
        - Department of Family Protective Services (DFPS) Form 2015 or DFPS E-2095.
- If Student is Living Separate and Apart from Parent or Guardian and has Established Separate Residence:
    - Provide reason for presence in the District
    - Notify Area Superintendent if non-emancipated and under 18.
- If Student is Homeless:
    - Homeless students (children who lack a fixed, regular, and adequate nighttime residence) must be enrolled regardless of their ability to verify residency within the District.
    - Follow Administrative Regulation on Homeless Students

Required Residency Information

- If a parent/guardian owns or rents their current residence, they may provide ONE of the following documents as proof of residency:
    - A rental/lease agreement that includes the name(s) of the renter(s), the address of the residence, the start and end dates of the lease, and the signatures of both the owner/landlord/property manager and the tenant/renter, OR
    - A utility service bill (gas, water, or electric bill, or a utility service request for new customers).

    - The entire utility bill must be provided displaying the name of the owner/renter of the residence, the address of the residence, and the service dates on the bill must be dated within the last 60 days.
- Documents that will not be accepted are a utility termination notice, utility letter of credit, cellular phone bill, cable/internet bill, insurance bill, mortgage statement, debit or credit card statement, toll tag bill, medical statement, tax statement, or any document that is blank, blurry, or unreadable.
- If a parent/guardian is in the process of purchasing or building a new residence and cannot provide a current utility bill for the new property, they may provide ONE of the following documents as proof of residency:
    - A purchase contract or closing document displaying the name of the purchaser of the property, the address of the property, the projected closing date of the sale of the property, and the signatures of both the purchaser and the seller.
    - A builder's contract displaying the name of the purchaser of the property, the address of the property, the projected completion date of the project, and the signatures of both the purchaser and the builder.

Any of the proof of residency documents listed above must be in the name of one of the student's parents or legal guardian. If a parent/guardian does not own or rent their current residence and they are currently living in the home of someone that is NOT the parent/guardian of the student that is not due to a homeless or temporary living situation, the parent/guardian will be required to provide a notarized Affidavit of Residency form and additional supporting documentation from the owner/renter of the residence.

Affidavit of Residency

An Affidavit of Residency is a legal document that confirms a certain person's place of residence and may be supported by additional documents. An Affidavit of Residency must be notarized and signed by a certified notary public (an impartial witness to the signing of the document).

If a parent/guardian does not own or rent their current residence, cannot provide proof of residency at their current address in their own name, and they are currently living in the home of someone that is NOT the parent/guardian of the student that is not due to a homeless or temporary living situation, the parent/guardian will be required to provide a notarized Affidavit of Residency form in addition to the required residency documents.

All applications for enrollment in Keller ISD public schools under TEC §25.001 must meet the residency requirements. In the event that Keller ISD determines documentation was falsified and the student was not a resident of Keller ISD, the student enrollment will be denied.

Texas Education Code §25.001(b) (2-9), identifies other circumstances under which a student may be enrolled. A student enrolled under the TEC §25.001(b) (2-9) provisions will require additional forms to be completed, such as, but not limited to, Temporary Residence, Substantial Care Affidavit, or Power of Attorney. Any type of special circumstance may be discussed with the Keller ISD Student Services Department or designee.

In addition to the notarized Affidavit of Residency form, each of the following documents must be provided by the owner/renter of the residence:

A utility service bill (gas, water, or electric bill, or a utility service request for new customers)

The entire utility bill must be provided displaying the name of the owner/renter of the residence, the address of the residence, and the service dates on the bill must be dated within the last 60 days.
A current, government issued photo ID of the owner/renter of the residence
Documents that will not be accepted are a utility termination notice, utility letter of credit, cellular phone bill, cable/internet bill, insurance bill, mortgage statement, debit or credit card statement, toll tag bill, medical statement, tax statement, or any document that is blank, blurry, or unreadable.

FALSIFYING INFORMATION CAN RESULT IN PUNISHMENT, FINES, AND TUITION EXPENSES
Any person who knowingly falsifies information on a form required for enrollment of a student in a school district commits a crime under Texas Penal Code Sec. 37.10. It is a Class C misdemeanor, punishable by a fine of up to $500. It is a third-degree felony if it is done with intent to defraud or harm another, punishable by a prison sentence of 2-10 years, plus a fine up to $10,000. A person who falsifies enrollment information is also liable to the district for the maximum tuition fee the district may charge under Texas Education Code Sec. 25.03.

Returning Students:
Returning students to KISD will be expected to annually complete a minimum of the following documents prior to being placed on a class list or receiving schedules.

- Current immunizations
- Complete an updated on-line enrollment form.

Access to Enrollment Documents:

- Snap codes will be emailed to parents/guardians at the beginning of July. The process must be completed before a student is allowed to attend class.
- All student documents and records including enrollment documents are confidential. Parents, students, and volunteers should not be given an opportunity to view, file, copy, or mail the documents of students unless they are the parent of the child

Age Verification:
The campus must verify the age of each student enrolling in the district for the first time and approve grade placement in alignment with Board policy. If a birth certificate is not available, the principal may accept other legal or notarized documents as proof of a student's age.

Social Security Number/Student ID:
Parents are asked to provide a social security number for their children, and the district requires that each campus work to obtain this number as the student state ID in order to align with TEA guidelines. However, if a parent does not want to provide their child's social security number or does not have one for their child, a state ID may be provided. A student's social security number or state ID is strictly confidential and should not be distributed at any time to anyone other than the parent or to educational personnel who have an educational need to know the information. If the social security number is used as the student's state ID, then a reasonable effort should be made to obtain a copy of the social security card. The copy of the card needs to be maintained in the student's cumulative file and retained until withdrawal plus 1 year, per the KISD Record Retention School.

Substantial Care:
Non-resident students whose grandparents provide substantial after school care for that student may attend district schools. For students in PK-8th grade substantial care is defined as at least three hours of after school care per school day for five days during the regular school week. Students in grades 9-12 are not

eligible for admission based on grandparent care. If admitted, students shall attend school in the attendance area of the grandparent's residence.
Parents and grandparents must complete the Affidavit of Student Admissions-For Non-Resident Student in Grandparents after School Care.