

# ***Residency Qualifications and Requirements***

## **Barbers Hill Independent School District**

### ***District Resident (document needed)***

#### **1. Utility Bill:**

Current, valid utility bill (within 30 days), including cable bills (showing service address). Application for utility service, a “disconnect” bill or cell phone bill will not be accepted. If the utility bill is not in the name of the parent or legal guardian, an affidavit must be completed, notarized, and approved through the Residency office prior to registration. If all bills are paid and included in the monthly rental fee, this should be stated in the rental/lease agreement. Click here for a sample of a [valid utility bill](#).

#### **2. Types of Residency:**

- Home Owner- Proof of home ownership can be found at Chambers County Appraisal District website. Click here for a sample of a valid [Chambers County Appraisal District Form](#). [www.chamberscad.org](http://www.chamberscad.org)
- Leasing/Renting- Lease/rental agreements must list all tenants in the rented property and receipts shall be provided by presenting a rental receipt twice per school year which will be once during student registration in August, and again in January. BHISD does not accept room rental/leases.
- RV Park/Mobile Home Park- Initial proof of residency must include monthly rental receipt that shall include all tenants residing on the property, landlords’ signature, date, physical address, and rental amount from landlord. Once enrolled, receipt must be provided monthly to maintain enrollment status.
- Hotel/Motel- Contact the Residency Department at [residency@bhisd.net](mailto:residency@bhisd.net)

### ***Non-District Resident***

#### **1. Affidavit:**

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 notarized and renewed each year as a condition of enrollment. If approved, a Residency Approval Form will be issued to upload during registration. Affidavits may be submitted electronically. See residency webpage for more information.

#### **2. Grandparent Affidavit:**

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 grandparent’s residency. The Affidavit must be notarized and renewed each year as a condition of enrollment. If approved, a Residency Approval Form will be issued to upload during registration. Affidavits may be submitted electronically. See residency webpage for more information.

#### **3. Employee Student Transfers:**

A non-resident district employee may request that his/her child(ren) be admitted to district schools by submitting a Student Transfer Form. If approved, the employee will be issued a Residency Approval Form to upload during registration. Please allow up to 5 business days to process the request. Click here to fill out the [Student Transfer Form](#).