**Argyle Independent School District**

**UIL Residency Administrative Regulations ~ FD LEGAL & FD LOCAL**

**Residency Verification for UIL Varsity Athletic Eligibility**

## Public Administrative Regulations

*A copy of these regulations shall be given to the parent/guardian of the transfer student seeking UIL Varsity participation upon enrollment.*

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# 1. Purpose

The purpose of this administrative regulation is to establish consistent procedures for verifying the residency of students who transfer into Argyle ISD and seek eligibility for varsity athletic competition under the University Interscholastic League (UIL) Constitution and Contest Rules.

The District shall verify residency in accordance with UIL Constitution and Contest Rules, Subchapter M, Section 442(i), Criteria of Residence, and any subsequent amendments adopted by the UIL.

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# 2. Applicability

These procedures apply to:

- All transfer students requesting varsity athletic eligibility.
- Any student whose eligibility requires a determination of bona fide residence under UIL rules.
- Any situation in which the Superintendent or designee determines additional residency verification is warranted.

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# 3. Administrative Responsibility

The district's ***Director of Athletics***, in coordination with the ***Director of Staff, Student, & Learner Services,*** shall oversee the residency verification process for all students subject to UIL residency review.

Campus principals, assistant athletic directors, coaches, registrars, and other district administrators are responsible for promptly notifying the ***Director of Athletics and the Director of Staff, Student, & Learner Services*** of any information that may reasonably call into question a student's residency or varsity athletic eligibility.

The ***Director of Athletics and the Director of Staff, Student, & Learner Services*** shall coordinate all residency reviews, determine whether additional documentation is required, conduct or authorize residency verification activities, and make recommendations regarding UIL residency determinations.

# 4. Residency Verification Process

Prior to approving varsity athletic eligibility, the District may require documentation demonstrating that the student's residence meets the UIL definition of a bona fide residence.

[Appendix A] **Documentation may include, but is not limited to:**

**A. Proof of Residence**

One or more of the following:

- Executed closing documents for a home purchase;
- Executed lease agreement of reasonable duration;
- Rental agreement;
- Property tax records;
- Utility activation documentation.

**B. Occupancy Documentation**

Evidence that the family has physically relocated to the residence, including:

- Utility bills, current showing usage;
- If the previous residence home is still owned, a utility bill showing current usage;
- Internet or cable service;
- Homeowners or renters insurance;
- Driver's license or state identification reflecting the new address;
- Texas vehicle registration.

**C. Family Relocation**

Evidence demonstrating the move is complete and permanent, which may include:

- Change of address confirmation through the United States Postal Service;
- Updated voter registration;
- Documentation regarding disposition of the previous residence, including sale, lease termination, or active listing;
- Evidence that household furnishings and personal belongings have been relocated;
- Any additional documentation requested by the District to establish permanent residency.

# 5. Residency Review

The District may consider the totality of the circumstances when determining whether residency is bona fide, including the factors identified in UIL Section 442(i), including but not limited to:

1. Ownership or lease of a residence within the attendance zone;
2. Location of household furniture and personal belongings;
3. Mailing address;
4. Voter registration;

5. Intent to permanently reside within the attendance zone; and
6. Compliance with applicable UIL residency timelines.

No single document shall be determinative.

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## 6. Ongoing Residency Verification

Initial approval of residency for UIL varsity athletic eligibility does not preclude subsequent verification.

The District may conduct periodic residency reviews to ensure continued compliance with UIL residency requirements.

Residency verification may occur:

- Prior to the initial approval of varsity athletic eligibility;
- At the beginning of each school year for students whose eligibility was established through a residency determination;
- At the beginning of each varsity athletic season, when deemed appropriate by the District;
- Whenever a student reports or the District becomes aware of a change in residence or living arrangements;
- Whenever credible information is received that reasonably calls into question the student's bona fide residence;
- As part of a random residency audit conducted by the District; or
- At any other time the Superintendent or designee determines additional verification is necessary to protect the integrity of UIL competition.

Selection for a random residency audit shall not imply wrongdoing and shall be conducted in a fair, equitable, and nondiscriminatory manner.

Failure to cooperate with a residency verification visit may result in additional review of athletic eligibility.

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# 7. Residency Rechecks

When a residency recheck is initiated, the ***Director of Athletics and the Director of Staff, Student, & Learner Services*** may require updated documentation, conduct or authorize a residency verification visit, interview the parent or guardian, or request any additional information reasonably necessary to verify continued compliance with UIL residency requirements.

Failure to provide requested documentation within the timeframe established by the District or refusal to cooperate with a residency review may result in suspension of varsity athletic participation pending completion of the residency determination and may be referred to the appropriate UIL authority, if applicable.

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# 8. Home Visits

When necessary to verify residency, the ***Director of Athletics and the Director of Staff, Student, & Learner Services*** may authorize announced or unannounced residency verification visits.

District representatives conducting residency verification shall identify themselves and document observations relevant to determining bona fide residence.

Failure to cooperate with a residency verification visit may be considered in the District's residency determination.

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# 9. Additional Documentation

The Superintendent or designee may request additional documentation whenever questions exist regarding residency or eligibility.

Submission of false, misleading, or fraudulent information may result in:

- Denial or revocation of varsity athletic eligibility;
- Referral to the UIL District Executive Committee for review, when appropriate;
- Student discipline consistent with the Student Code of Conduct, if applicable;
- Withdrawal of enrollment if residency requirements are not met; and
- Any other action permitted by District policy or UIL rules.

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# 10. Final Determination

The ***Director of Athletics and the Director of Staff, Student, & Learner Services*** shall make the District's residency determination based upon the totality of the available evidence and applicable UIL rules.

Nothing in this regulation supersedes the authority of the University Interscholastic League regarding eligibility determinations.

This administrative regulation shall be implemented in conjunction with Board Policies **FD (LEGAL)** and **FD (LOCAL)** and the current **UIL Constitution and Contest Rules, Subchapter M**.