

VERIFICATION OF AGE      The principal must verify the age of each student enrolling in the District for the first time. If a birth certificate is not available, the principal may accept other documents as proof of a student's age.

PROOF OF RESIDENCY      At the time of registration the parent, guardian, or other person having lawful control of the student under order of a court must present proof of residency in the District as required by law.

INITIAL ENROLLMENT

Examples of documentation that may be used to verify residency include the following:

1. A current utility bill (i.e., gas, electricity, water, telephone)
2. A current voter registration card for the parent or guardian showing an address within the District's boundaries.
3. A sworn affidavit of the parent or guardian, stating that the parent or guardian and the child seeking admission are bona fide residents of the District.
4. Other documents showing current address within the District's boundaries (i.e., a government-issued photo identification card, driver's license).

For a student living separate and apart from his or her parent, guardian, or other person having lawful control under order of a court, the adult District resident with whom the student resides must provide proof of residency in the same manner as a parent.

For a nonresident student whose resident grandparent provides a substantial amount of after-school care, the grandparent must provide proof of residency in the same manner as a parent.

CONTINUED ENROLLMENT

After a student's initial enrollment, the District will verify residency through the annual registration forms and may investigate stated residency as necessary.

VERIFICATION OF RESIDENCY INFORMATION

In accordance with law, the District may make reasonable inquiries to determine whether the student is a resident of the District, including when a document submitted for purposes of proving residency is not in the name of the adult who is enrolling the student. Based on an individual's circumstance, the District may grant exceptions to the requirement to produce a document listed above. When required by law, the District will waive the requirement to prove residency in the District boundaries.

EXCEPTIONS

Proof of a student's residency will be waived under the following circumstances:

VICTIMS OF  
FAMILY VIOLENCE,  
SEXUAL ASSAULT,  
OR STALKING

1. When the student or the student's parent or guardian is a participant in the attorney general's address confidentiality program for victims of family violence, sexual assault, or stalking. The District must accept a substitute post office box address designated by the attorney general if it is presented by a parent or student participating in the program.

HOMELESS  
STUDENTS

2. When the student is homeless as defined by law. [See FDC.]

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SUBSTANTIAL  
CARE BY  
RESIDENT  
GRANDPARENT

When the student is a nonresident for whom a resident grandparent provides a substantial amount of after-school care, as approved by the Board. [See FD(LOCAL).] The student may continue in enrollment as long as the grandparent provides the level of care established by the Board.

The Superintendent has authority to waive these requirements on the basis of a student's extenuating circumstances, in accordance with Board action.

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ADMISSION  
INFORMATION

The District requires completion of a form containing information on each student seeking admission. [See FD(EXHIBIT).] If the student is a minor not living with a parent, guardian, or other person having lawful control of the student, the District will verify that the student's presence in the District is not for the primary purpose of participation in an extracurricular activity.

DESIGNATION OF  
PERSON STANDING IN  
PARENTAL RELATION

The District will request that a power of attorney or an authorization agreement, as provided by Chapter 34 of the Family Code, be provided for any student not currently residing with a parent or guardian. [See FD(EXHIBIT).] The District will establish a timeline for the completion and return of the power of attorney or the authorization agreement, as well as establish a procedure for waiving this request when the Superintendent determines that a student's circumstances preclude compliance.