



# Documentation Requirements for New Student Registration

In addition to completing the Online Registration process, Hays CISD requires certain documents to verify identification, residency, academic information, and immunization records for new students. Listed below are the required documents.

1. A government issued photo ID of the person registering a student.
2. Proof of residency according to the table below:

RESIDENCY	REQUIRED DOCUMENTATION
Student and either parent live in HCISD	1. <u>Basic proof of residence</u> for parent.
Student and both parents reside out of district, but a grandparent who lives in the district is providing at least 5 hours of after-school care weekly.	1. <u>Basic proof of residence</u> for parent(s); 2. <u>Basic proof of residence</u> for grandparent; and 3. <b>Grandparent Care Form [FORM F1-C]</b> , completed by the parent and grandparent.  <b>FORM MUST BE COMPLETED THROUGH SIS DEPARTMENT</b>
Parent who is joint managing conservator, sole managing conservator or possessory conservator lives in HCISD, but student resides out of District.	1. Copy of divorce decree (if not available, must submit within 30 days); and 2. <u>Basic proof of residence</u> for parent living in HCISD.
Student and parent live with another person residing in HCISD. (administrator determined student is not homeless)	1. <b>Verification of Address Form [FORM F1-E]</b> completed by both the parent and person with whom they are residing; 2. <u>Basic proof of residence</u> for person with whom parent and student reside. Person completing Form F1-E must be the person whose name is on the proof of residence; and 3. Proof of mailing address for parent.  <b>FORM MUST BE COMPLETED THROUGH SIS DEPARTMENT</b>
Student and legal guardian or other person having lawful control under court order resides in HCISD.	1. Proof of legal guardianship – should be evidenced by a court; and 2. <u>Basic proof of residence</u> for legal guardian.
Minor student living in HCISD, separate and apart from parent/legal guardian who resides outside of HCISD. (administrator determined student is not homeless)	1. <b>Minor Living Apart Form [FORM F1-D]</b> ; 2. <u>Basic proof of residence</u> for parent or legal guardian; and 3. <u>Basic proof of residence</u> for person who is accepting custody for school purposes.  <b>FORM MUST BE COMPLETED THROUGH SIS DEPARTMENT</b>
Student residing in HCISD, with no parent or legal guardian. (administrator determined student is not homeless)	1. <b>Minor Living Apart Form [FORM F1-D]</b> notarized; and 2. <u>Basic proof of residence</u> for person who is accepting custody for school purposes.  <b>FORM MUST BE COMPLETED THROUGH SIS DEPARTMENT</b>
Student age 18 or older residing in HCISD.	1. <u>Basic proof of residence</u> for student.
Student or parent identified as homeless by administrator.	Must be determined on a case-by-case basis. Parent/guardian/adult has completed <b>Student Residency Questionnaire [FORM F1-F]</b> .

### **Basic Proof of Residence:**

- Acceptable Documents – utility connection statements such as water, electricity, or gas; a mortgage or lease contract.
- Only one document is required to show proof of residence.
- Document must be dated within 60 days of date of registration.
- Document must include the name of the parent/guardian or person on F1 form and the current address used to enroll (service address).
- Unacceptable Documents include – driver’s license, insurance bill, credit card statement, mail, or application for utilities.

**COMPLETING F1 FORMS [F1-C, F1-D, F1-E] FOR PROOF OF RESIDENCE**

F1 FORMS cannot be completed or submitted at campus. Parents must email the SIS Department at [student.registration@hayscisd.net](mailto:student.registration@hayscisd.net) to complete F1 FORMS.

**Important Information**

- Campuses do not have paper copies of F1 forms for parents to take home. The F1 forms are electronic and must be provided by the SIS Department.
- Parents must email [student.registration@hayscisd.net](mailto:student.registration@hayscisd.net) to request to complete an F1 form.
- SIS staff will email a link to an F1 form for the parent to complete. SIS will also provide a list of documents for the parent to email.
- Once the F1 form is completed and required documents are provided, SIS will process the documentation and notify the campus that the student is cleared for enrollment.

**3. The student's original birth certificate.**

For children under the age of 11, this cannot be a hospital birth record. The original notarized birth certificate must be provided. If one is not available, the parent must go to the Vital Statistics department to obtain either an original or request a free statement of date of birth verification from the Vital Statistics department.

**4. The student's social security card.**

Providing this is voluntary. HCISD uses social security numbers in connection with state educational reporting systems and in assisting students with college applications.

**5. Up-to-date immunization records.**

If a child is initially enrolling in public school (Prekindergarten or Kindergarten), entering 7<sup>th</sup> grade, or coming from another state or country, immunization records are required before the student can be enrolled.

**6. Academic records from the school the student most recently attended, if applicable.**

A withdrawal form, transcript, or last report card must be provided for a student transferring from a private school or out-of-state school.

**7. Information about possible special education needs of the student, if applicable.****8. Information regarding the student's previous placements in an alternative campus (DAEP), disciplinary transfers, or expulsions, if applicable.****9. Foster care documentation, if applicable.**

DFPS Form 2085 or court order is required for students that have been placed in foster care.

**10. Military dependent verification, if applicable.**

Proof of military connection (ID, Veterans Affairs letter, Disability Verification, Purple Heart documentation, etc.) is required for parents whose students are military dependents to receive additional benefits afforded to those students.

**11. Proof of Prekindergarten program qualification, if applicable.**

Prekindergarten is a qualifying program and not all students will be eligible. Parents must complete the online Pre-K Qualifier and provide proof of qualification before a student will be qualified for the program and eligible for enrollment.

**NOTE:** If a parent is not able to submit all of the required documentation at the time of registration, the parent must complete the **Missing Registration Requirements [FORM F1-B]** provided by the campus. The **Missing Registration Requirements [FORM F1-B]** is not allowed for missing proof of residence.