



# 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) showing out-of-district address; 2. <u>Basic proof of residence</u> for grandparent; and 3. <b>Grandparent Care Form [FORM F1-C]</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> ; 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.
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 showing an out-of-district address; and 3. <u>Basic proof of residence</u> for person who is accepting custody for school purposes, showing an in-district address.
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> ; and 2. <u>Basic proof of residence</u> for person who is accepting custody for school purposes, showing an in-district address
Student age 18 or older residing in HCISD.	1. <u>Basic proof of residence</u> in the student's name as the account holder.
Student or parent identified as homeless by administrator.	Must be determined on a case-by-case basis by campus counselor. Parent/guardian has completed <b>Student Residency Questionnaire [FORM F1-F]</b> .
Student resides with parent/guardian outside of the district and the family has a home under construction within the district.	1. <u>Basic proof of residence</u> for parent(s) showing out-of-district address; 2. Home construction contract showing property address within campus attendance zone, parent/guardian as home purchaser; date of construction completion; must be signed/dated; and 3. <b>Hays CISD Provisional Enrollment Form [FORM F1-B1]</b>

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

- Acceptable documents – utility bill such as water, electricity, gas, trash, or landline phone; a mortgage statement; or a lease contract.
- Only one document is required to show proof of residence.
- Document must be dated within 60 days of date the parent is submitting documents to complete enrollment.
- Unacceptable documents include (this is not an all-inclusive list) – driver's license, insurance bill, credit card statement, mail, tax statement, deed, application for utilities, utility disconnection notices, cell phone bill.

## COMPLETING F1 FORMS [F1-B1, F1-C, F1-D, F1-E] FOR PROOF OF RESIDENCE

F1 FORMS are completed online through your child's campus. Please contact your child's campus if you believe your residency situation meets the F1 criteria.

### 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 optional and not a requirement. HCISD uses social security numbers in connection with state educational reporting systems and in assisting students with college applications. SSNs are kept confidential at all times and can only be seen by limited authorized staff.

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

If this is the child's first time enrolling in a TX public school, the student is enrolling in 7<sup>th</sup> grade, or the student is 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 (optional).

The Hays CISD campus staff will request school records from the prior school. Not having academic records available at the time of enrollment will not prevent your child from being enrolled. Having a transcript or last report card is helpful for placing middle and high school students in appropriate classes prior to receiving records from the prior school.

### 7. Information about possible special program 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.) may be required for parents whose students are military dependents to receive additional benefits afforded to those students.

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

For students registering for the Prekindergarten program, proof of qualification must be provided if the student is qualifying based upon income, military status, or DFPS placement.

**NOTE:** A parent who is not able to submit all required documentation at the time of registration must complete the **Missing Registration Requirements [FORM F1-B]** provided by the campus to move forward with enrollment. The **FORM F1-B** cannot be used to continue the enrollment process without a proof of residence.