# Establishing Proof of Residence

**STEP 1: Must be completed by owner/renter of the residence and is required for initial enrollment/renewal**

I , the undersigned, reside at

(Name of Owner/Renter of Residence) (Address)

, Texas in the School attendance zone.

(City) (Name of School)

I have resided at this address since . This letter is to CERTIFY that

(Date) (First Name of Parent/Guardian)

Is living with me at the above mentioned address with his/her child(ren).

(Last Name of Parent/Guardian) (# of Children)

|  |  |  |
| --- | --- | --- |
| **STUDENT NAME** | **GRADE** | **DATE of BIRTH** |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |

**I HEREBY ACKNOWLEDGE THAT THE ABOVE INFORMATION IS TRUE AND CORRECT. FALSE OR MISLEADING INFORMATION ON THIS FORM IS A CLASS B MISDEMEANOR OFFENSE (TPC 37.10).**

Signature of Parent/Guardian Signature of Owner/Renter of Residence

|  |  |  |  |
| --- | --- | --- | --- |
| **PARENT CONTACT INFORMATION** | | **OWNER/RENTER CONTACT INFORMATION** | |
| Home |  | Home |  |
| Work |  | Work |  |
| Cell |  | Cell |  |

STATE OF TEXAS: COUNTY OF HARRIS

Sworn to and subscribed before me this day of , 20

Notary Public in and for Harris County, Texas

# STEP 2: Must be provided by the owner/renter as proof of residency at the above address

Owner/Renter of Residence, please provide your driver’s license or government-issued, photo ID along with one item from Line A and one item from Line B as your proof of residency at the above address:

* **Line A.** Verification in the form of your current lease, HCAD, mortgage statement, or closing documents.
* **Line B.** Verification in the form of your current gas, water, or light bill.

# STEP 3: Must be completed by parent/guardian within 30 Days of enrollment.

As the parent/guardian, I am submitting at least three of the following documents as my PROOF OF RESIDENCY at the above address:

\_ \_\_ Driver’s License or State ID

Documentation from employer, such as paycheck stub, personnel papers, tax forms, or withholding statements

\_ \_\_ Voter Registration Card mailed to the enrolling party

Insurance papers issued in the name of the enrolling party

Bills and/or statements from a bank, credit union, department store, Gasoline Company or major credit card company

**Note: If above documents are not submitted within 30 days of enrollment, child may be withdrawn from school.**

Signature of Parent/Guardian: Date: