

ADMISSIONS

FD
(EXHIBIT)

The following exhibits are used by the District for admissions:

- Exhibit A: Acceptable Documents for Student Identification — 1 page
- Exhibit B: Acceptable Documents for Proof of Residency — 2 pages
- Exhibit C: Application for Determination of Residence of a Minor Living Apart From the Parent — 3 pages

EXHIBIT A

UNITED INDEPENDENT SCHOOL DISTRICT
ACCEPTABLE DOCUMENTS FOR STUDENT IDENTIFICATION

The original document, certified copy, or photocopy made and certified by the county clerk or other official, of the following documents is acceptable for proof of identify under Education Code 25.002:

- Adoption records
- Birth certificate
- Church baptismal record
- Driver's license (of parent or adult student)
- Hospital birth records
- Passport
- School ID card, records, or report card
- Any other legal document that establishes identity

EXHIBIT B

UNITED INDEPENDENT SCHOOL DISTRICT
ACCEPTABLE DOCUMENTS FOR PROOF OF RESIDENCY

The District requires the residence of a student to be the person's legal home; the place established as the student's true, fixed, and permanent home. The student is expected to live in the residence on a full-time basis. Ownership or lease of property, either residential or commercial, which is not the true home of the student does not qualify the student to enroll in the District.

For the purposes of this Exhibit, the "student's true, fixed and permanent home on a full-time basis" shall mean the place where the student sleeps, at least, five days out of the week and where there is an intent that the student will remain in the home consistently over a period of time.

One of the following original documents and a DPS driver's license or identification card must be presented prior to enrolling a student in a United ISD school. At any time after enrollment, the following must also be presented to school personnel to update a change of address or to resolve questions concerning residency:

1. Currently utility bill for electricity or natural gas, bearing the name and address of the parent, legal guardian, or person having lawful control of the student, emancipated minor or student 18 years of age or older, or a student who has established a residence separate and apart from a parent, legal guardian, or person having lawful control.
2. If the parent/student is not responsible for payment of utilities, an original lease or rental agreement, signed by both parties, bearing the address of the property, date of occupancy, the property owner's name, address, and phone numbers, and a list of the occupants of the property. The list of occupants must include the name of the parent, legal guardian, or person having lawful control of the student, or the name of the emancipated minor or student 18 years of age or older, or student who has established a residence separate and apart from the parent, legal guardian, or person having lawful control.

Copies of leases or rent receipts shall not be accepted.

A resident of the District who allows an emancipated student, a student 18 years of age or older, or a minor student and his or her parent, legal guardian, or person having lawful control of the student, or a student living separate and apart from the parent, legal guardian, or person having lawful control to live with them in their residence must complete a notarized proof of residency statement and submit one of the items listed above. The individual(s) must live with the resident on a full-time basis and declare the residence as their true, fixed, and permanent home (see HOST FAMILY).

Parents who share custody of a student via a court order qualify to enroll their student in the District (regardless of which parent the student lives with) by providing proof of residency listed in items #1 or #2 above AND a copy of the court order documenting the resident parent

as a joint managing conservator, sole managing conservator, or possessory conservator of the student. A temporary order pending final disposition documenting this relationship will also be accepted.

ESTABLISHING RESIDENCE AND PARENTAL RESPONSIBILITY

In instances where the child does not reside with the parent, guardian, or other person having lawful control, the District requires the following:

1. Power of attorney from the parent.
2. Notarized affidavit of guardianship or custody assignment signed by the parents.
3. If available, birth certificates.
4. Other documents that confirm residency of the guardian.

In the absence of the parent's assignment of custody, the parents and/or guardian shall be directed to visit with the Superintendent's designee who shall review documents of the family/child's history to establish legitimate or acceptable placement and the notarized affidavit from an adult District resident accepting responsibility for the minor student (only if parents are unavailable) and confirm the resident of the person with custody of the student.

Annual submission of documents establishing residency through Power of Attorney or Host criteria shall be required.

EXHIBIT C

UNITED INDEPENDENT SCHOOL DISTRICT
APPLICATION FOR DETERMINATION OF RESIDENCE
OF A MINOR LIVING APART FROM THE PARENT

This application must be submitted by each person (hereafter called "student") under 18 years of age who claims a residence in the United Independent School District separate and apart from the residence of the student's parent.

1. _____
Student's Last Name First Middle Age Sex
2. _____
Date of Birth Name of last school attended Grade
3. _____ or _____
Social Security Number Student Identification Number
4. Names of Parent(s): _____ Address of Parent(s): _____

5. Name and address of person(s) with whom student is residing (permanent living accommodations) within the United Independent School District:

6. Relation of student to person(s) with whom he or she is residing in the United Independent School District: _____

7. How long has the student known the person(s) with whom he or she is residing in the United Independent School District? _____
8. When did the student start residing in the United Independent School District?

9. Why did the student start residing in the United Independent School District?

10. What means of transportation will be used by the student to get to and from school?

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11. Does the parent(s), guardian, or court custodian contribute to the support of the student?

Yes No If "yes," circle relationship.

12. Name of person and relation of student to person who claims the student as a dependent for income tax purposes:

Person Relationship

13. Does the custodial parent(s) pay the major portion of the support of the student?

Yes No If not, who does? _____

14. I/we, as the person(s) with whom the student resides within the United Independent School District, will be responsible, as parents, [hereafter called "custodial parent(s)"] for the student and I/we do hereby represent that I/we have been delegated express authority by the lawful parents or guardian of the above-named student, insofar as the United Independent School District is concerned with respect to all matters as to which there are customarily communications with the parent, guardian, or court custodian of a student within the United Independent School District, including, but not limited to, matters relating to illness, medical treatment, truancy, disciplinary problems, grade reporting, all student records, emergency notification, and obtaining permission to attend field trips and other activities of the District.

Yes No

Signature of Custodial Parent

Signature of Parent

Date

Date

OFFICE USE ONLY

Applicants may be required to present one or more of the following (check those items submitted and attach):

1. Utility bills (CP&L, water, telephone, cable, etc.)
2. Rent receipts (request landlord's phone number for confirmation)
3. Bank statements/records/checkbook
4. Credit card statement
5. Correspondence
6. Driver's license/car insurance
7. Other official documents or correspondence that may be used to establish residency

In the absence of the above, a staff member may be sent to the home to confirm the residency.

In establishing residency for school purposes, the District may require and/or consider the following (check those items submitted and attach):

1. Guardianship/custody form
2. Power of attorney from the parent
3. Notarized affidavit of guardianship or custody assignment signed by the parent(s)
4. If available, birth certificates
5. Documents that confirm residency of the guardian

In the absence of the parent's assignment of custody, the parent(s) and/or guardian should be directed to visit with the admissions officer to review documents of the family/child's history to establish legitimate or acceptable placement and a notarized affidavit from an adult District resident accepting responsibility for the minor student (only if parents are unavailable), and to confirm the residence of the person taking custody of the student.

ELIGIBLE

INELIGIBLE

I, _____,
principal of _____
find that _____
is eligible to attend school in the
United Independent School District.

I, _____,
principal of _____
find that _____
is ineligible to attend school in the
United Independent School District for
the reason that: _____

Principal Signature

Date