

Dear Parent/Guardian of:

Magnet School:

Students entering a Dallas Independent School District magnet program for the first time during the 2019-2020 school year will be flagged and subject to additional address verification if the following is found to exist:

- **The student did not attend a Dallas ISD school during the 2018 – 2019 school year.**
- **A change of address form is submitted at any point during the 2019 – 2020 school year.**

Flagged students will need to provide additional address verification documentation to their magnet campus. Returning students shall be randomly selected for address verification throughout the school year.

**Your student has been flagged and must provide additional documents to substantiate your residence within three (3) business days of receiving this letter.**

**Submit this form AND TWO (2) proof documents to your magnet school.** Acceptable documents are listed below.

Documents **MUST INCLUDE** the student's home address (not a PO Box) **AND** a parent/legal guardian's name

(birth parent, custodial parent, or parent student lives with most in cases of divorce; legal guardians must be court-appointed).

- Utility bills** that indicates reasonable usage dated within 30 days (*must include residence/service address—will not accept PO box*): Gas, electricity, water, with name of parent or guardian printed.
- Homeowners or Renters Insurance Policy**, policy must be active and dated within the last year
- Mortgage Statement** dated within 30 days
- Rental/Lease Agreement** must be signed and show the term dates. If renting month-to-month or lack a written lease, provide a *notarized* statement from the landlord or homeowner (with their contact information) affirming that the parent(s) and child(ren) live at the address, their names, and the length of stay.
- Proof of rent/mortgage payment AND copy of lease/mortgage statement** (must be two separate documents)—proof of payment can be either a cancelled check or a bank statement showing the payment (no cash receipts)
- Home purchase contract or closing escrow papers** for a new home purchased within the last 30 days only
- Approved Government Agency document** dated within 30 days (housing assistance, unemployment check, SNAP/food stamps, Medicaid, CHIP, social security/disability benefits, U.S. immigration)
- Property tax bill** for residential primary property dated within the last year
- Payroll** statement, check, or paystub dated within 30 days
- Inquiries with employer or appropriate agencies**

The following **DO NOT** establish residency:

- Powers of attorney
- P.O. Box or UPS mailbox in the district boundaries
- Property/Warranty Deed
- Letters from friends or relatives
- Property or business owned in the district boundaries

**The proof of residency requirement does not apply to homeless students.** The McKinney-Vento Homeless Education Assistance Act provides education services to homeless children/youth who lack a fixed, regular, adequate nightly residence. If you believe your family fits this exception, ask the school for a Student Residency Questionnaire and a district representative will contact you.

**District Policies: EHB Local:** Proof of residence shall be submitted each year. **FD Regulation:** Proof of residency may be required. District staff may require additional documentation when a student's residency status is in question. Verification will occur annually and throughout the school year as deemed necessary by the District. Special programs may identify specific residency requirements. Unannounced home visits and/or requesting additional documents may be done at any time at the district's discretion to verify residency. Residency documentation is kept confidential and will be retained for the current school year only.

Presenting a false record or falsifying records is a criminal offence punishable by up to 10 years and \$10,000. TEXAS PENAL CODE §37.10. A person who enrolls a child under false documents may be liable for the cost of tuition or other costs. TEXAS EDUCATION CODE §25.002(d).

By submitting this form and/or proof of residency documents to a Dallas ISD Magnet school, you certify that the information you provide is true and accurate. Evidence that false information was provided will result in the withdrawal of the child(ren) from the Dallas ISD magnet program.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Current Address

\_\_\_\_\_  
Previous Address

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Student ID  
Number

\_\_\_\_\_  
School/Grade

## Dallas ISD Magnet Programs Proof of Residency Frequently Asked Questions and Answers

**How is Dallas Independent School District residency defined?** Parent(s) or Legal Guardian(s) must actually reside with the student within the Dallas Independent School District boundaries "Residence" is the permanent primary physical location where a person lives and sleeps. The residence of a minor child is presumed to be the residence of the parent(s) or guardian(s) who have legal physical custody of the child.

- i. If the student's parents are divorced and share physical custody, the student's residence is the location where the student lives the majority of the time—with the primary or majority custodial parent (court documents will be required).
- ii. If the student is not living with a parent, the Dallas Independent School District requires that a responsible adult obtain legal guardianship through the court system (notarized letters from parents giving "guardianship" to others are unacceptable).
- iii. A temporary resident within the Dallas Independent School District boundaries solely for the purpose of attending a Dallas Independent School District school shall not be considered residency.

**How does Dallas Independent School District verify residency at the time of enrollment?** Proof of residency is required annually for all students in all district magnet schools at the time of school registration. Documents that satisfy proof of residency are:

1. Utility bill that indicates reasonable usage (electricity, water, gas, with name of parent or guardian printed).
2. Standard printed (not handwritten) lease, rental, or mortgage agreement with parent or guardian's name
3. Mortgage or renewal payment receipt with printed information identifying the name of the landlord or apartment complex
4. Proof of Guardianship or Caregiver Affidavit, Court Order, Court Agreement, Court Judgement or Divorce Decree that awards custody to any person or joint custody.

The district reserves the right to request additional proof documents or to perform unscheduled home visits at any time to verify a family's residency. Families who move during the school year must re-submit proof of residency for the new address.

**What if I don't have the required proofs of residency with me when I register?** All families must have the required documents at the time of new enrollment or back-to-school registration. The student's enrollment or registration will be put on hold until the family can return with the required proof of residency documents.

**If additional proof of residency documents are requested, how do I submit them?** Proof of residency documents must be submitted to the magnet campus within three (3) business days of request.

**What if none of the utility bills are in my name?** We have listed a number of other proof documents that will allow us to substantiate your residence.

**What if all my statements and bills are online?** You should be able to log into your online accounts and print copies of your statements and bills. Printouts are acceptable if they include the home/property address (not a PO box), the account holder's name, and the billing date.

**I'm worried about my privacy, will documents that I submit remain confidential?** Yes, all submitted documents will remain confidential and will be shredded at the end of the school year. You may black out your financial information and/or account numbers to protect your privacy. We are only interested in names, addresses, and dates.

**What if I just moved or purchased a new home and I don't have any proof documents yet?** We have listed a number of documents that you should be able to provide even shortly after moving. If you provide the school with a new home purchase contract or closing escrow papers, you will have no more than 30 days to provide a second document.

**What if my lease renews during the summer?** Prior to the expiration date of a lease, the parent must provide updated documentation to the campus. Therefore, a new or renewed lease and current driver's license for the same address must be submitted along with the utility bill.

**What if my lease expires during the school year?** Prior to the expiration date of a lease, the parent is required to submit to the campus the new or renewed lease.

**What should I submit if my lease has changed to a month-to month?** Prior to the expiration date of a lease, the parent is required to submit to the campus the new or renewed lease.

**What if my family does not have a permanent residence?** Proof of residency requirements do not apply to students and families in a homeless situation as defined by the McKinney-Vento Homeless Education Assistance Act. If you feel you qualify as being homeless under this Act, please request a "Student Residency Questionnaire" from the school secretary. A district representative will contact you to discuss your residency status.

**What if I am an undocumented immigrant?** We will never ask families or students about their immigration status. Any child can attend a public school if they are living with a parent or legal guardian within the school district's boundaries and they are able to provide acceptable proof of residency or qualify under the McKinney-Vento Act.

**What are the consequences of residency fraud?** Evidence that false information was provided will result in the withdrawal of the child(ren) from the magnet school. Presenting a false record or falsifying records is a criminal offense punishable by up to 10 years and \$10,000. TEXAS PENAL CODE §37.10. A person who enrolls a child under false documents may be liable for the cost of tuition or other costs. TEXAS EDUCATION CODE §25.002(d).