



## Proof of Residency Requirements Documents Required

### Initial Enrollment

Under Texas Education Code §25.001(b)(1), a student is entitled to admission if the student and either parent reside in the district. At least two proofs of residency will be required for the following students:

- all initial applications for enrollment in PFISD public schools,
- kindergarten students, and
- students in grades 6 and 9.

Students who fall within the above categories must provide at least one document from each column for a total of two documents.

Column A	Column B
<ul style="list-style-type: none"> <li>• Mortgage statement from the last 60 days.</li> <li>• Lease from the last 60 days.</li> <li>• Legal affidavit regarding sublease.</li> <li>• Legal affidavit from landlord affirming tenancy.</li> <li>• Section 8 Agreement.</li> </ul> <p>If a family is sharing housing with an individual or family and does not pay rent under temporary residency, the family shall submit a document from this column in the name of the person who owns or leases the property. Power of Attorney follows the same procedures regarding submission of proof of residency documents.</p>	<p>A utility bill or work order dated within the past 60 days:</p> <ul style="list-style-type: none"> <li>• Water bill</li> <li>• Gas bill</li> <li>• Electric Bill</li> <li>• Utility Work-order (for new residents)</li> <li>• We do not accept cell phone, cable and insurance bills. Termination notices are also not accepted.</li> </ul> <p>If a family is sharing housing with an individual/family and does not pay rent under temporary residency, the family shall submit a utility bill in the name of the person who owns or leases the property. Power of Attorney follows the same procedures regarding submission of proof of residency documents.</p>

A valid Texas Driver's license, valid Texas photo identification, or other type of identifying document will be required for a parent and/or guardian to enroll his/her student. **Any type of special circumstance such as missing documentation may be discussed with a school administrator and/or designee.**

If these supporting proof of residency documents are not submitted within 30 days of enrollment, PFISD shall conduct an investigation to determine eligibility of the student. The investigation may include a home-visit by a school official or attendance officer. In the event that PFISD determines documentation was falsified and the student was not a resident of PFISD, the student will be required to withdraw from PFISD.

### Address Updates

All address updates for current PFISD students require two proofs of residency. The proof of residency documents may be uploaded during returning on-line student registration (for pilot campuses) and/or submitted with the first day packet distributed in the fall.

PFISD may also conduct random checks regarding attendance zone boundaries. If a student is attending the wrong campus based his/her address, the student will be withdrawn and he/she must attend his/her zoned campus.

**A family may report residency fraud by contacting the school district's main office at 594-0000 and/or home campus.**