

## PROOF OF RESIDENCY

Returning Killeen ISD students and new students enrolling in the KISD will be required to provide Proof of Residency each year for enrollment in school.

- Current students who have not provided Proof of Residency will not be pre-registered for next school year.
- In addition, students applying for any type of in-district or out of district transfer must provide proof of residency before transfers will be evaluated for approval.

A valid form of proof of residency is one that shows:

- the student's home address
- the student's primary legal guardian or parent name
- dated within the last 30 days

**VALID** documentation required and/or allowed to establish proof of residency in KISD. All documentation must apply to where the student actually lives. Homeless students do not require proof of residency.

- Utility bill/statement within last 30 days:
  - Electricity, Cable/Internet, Water/Trash/Sewage, Gas, Land-line Telephone
  - Mailing address and service address must be the same
- Homeowner/Rental Insurance policy in parent/guardian's name for student's address is acceptable if dated within the last 30 days – mailing and insured address must be the same
- Lease – only if dated **within 90 days** before enrollment date. If dated **90 days or more** before enrollment date, **other VALID documentation is required**
- Mortgage statement – **VALID only** if mailing address is the same as the property address.
- Contract (*to include closing documents for new construction*) for a residential address in guardian's name that shows anticipated closing/move-in date within 90 days; a proof of residency for current temporary address is also required
- Housing orders for on-post housing in guardian's name are acceptable, if orders are not dated within the last 30 days, additional addressed mail will be required
- A notarized copy of "Establishing Proof of Residence" form found in Administrative Procedure IX-C (contact campus for this form).
  - Form must only be notarized if not signed in the presence of school office staff where student is registering. School district personnel do not provide notary services.

### INVALID form of Proof of Residency

- Driver's license, cellphone statement, credit card statement, bank statement, Medicaid card, and other similar documents/bills/statements not directly tied to a permanent residence
- Mortgage statement when mailing address and property address **are not** the same.

Contact the campus if you have questions about proof of residency documentation not listed above.

===== For Office Use Only [data entry codes in brackets] =====

- Proof of Residency is not required for homeless students **[H]**,
- Approved out-of-district transfers **[Z]**
- Proof of Residency for current/new address received on \_\_\_\_\_ (date) **[Y]**
- Proof of Residency not received as of \_\_\_\_\_ (date). Student cannot be pre-registered or enrolled until documentation is provided. **[N]**