

Administrative Procedures for the Verification of Student Residency

Union Grove Independent School District

Regardless if a student is new to the district or is a returning student, EVERY student at all campuses shall be required to provide proof of residency as a condition of enrollment each year. The only exception will be approved Transfer Students - no proof of residency required.

NOTE: If a student's address or other pertinent information changes during the school year, please submit this information to the appropriate campus within three days. If a student moves out of the district during the school year, they must apply as a transfer student. Contact the campus principal for paperwork/approval.

District Resident

Proof of Residency for Real Property Owners and Tenants

1. Current, valid utility bill, including cable bills (showing service address). Applications for utility service, a "disconnect" bill or a cell phone bill will not be accepted. If the utility bill is not in the name of the parent or legal guardian, an affidavit from the appropriate campus must be completed, notarized, and approved through the Residency office prior to registration. If all bills are paid and included in the monthly rental fee, this should be stated in the rental/lease agreement.

AND

2. Proof of home ownership or lease/rental agreement listing all tenants in the rented property must be provided. Proof of home ownership can be found at Upshur County Appraisal District website: <https://www.upshur-cad.org/>
- A student whose parent or legal guardian or other person having **lawful control** under a court order, that **leases or rents** a residence within the boundaries of the District, shall provide proof of residency by presenting a rental receipt **twice per school year** which will be once during student registration in August, and again in January. A lease agreement, listing all tenants in the rental property, will also be required.
 - A student whose parent or legal guardian or other person having **lawful control** under a court order, that **resides in a RV campground or hotel/motel** within the boundaries of the District, shall provide proof of residency by providing a rental receipt in **August, December and March** that provides signature, date, physical address, and rental amount from the landlord.

***Affidavit** of Parent and Minor Student who resides with District Resident

Proof of Residency for Students (with a Parent and Legal Guardian) Residing in the Home of a District Resident

Proof of residency for students who may reside with a parent or legal guardian in the home of a District resident, shall be required to provide proof of residency by affidavit.