

Plano ISD  
043910  
ADMISSIONS  
FD(EXHIBIT)

See the following pages for forms that may be used by the District in the student admissions process:

[Exhibit A](#): Plano Independent School District Acceptable Documents for Student Identification—1 page

[Exhibit B](#): Plano Independent School District Acceptable Documents for Proof of Residency—2 pages

[Exhibit C](#): Plano Independent School District Agreement to Provide Certified Birth Certificate—2 pages

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EXHIBIT A

PLANO 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 any of the following documents is acceptable for proof of identity under Education Code 25.002:

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

The minimum student records data that must be transferred within 30 days include the following:

1. Student enrollment information—District ID, statewide student ID (Social Security number or state-assigned alternative number), local student ID, course credits, promotions, discipline-expelled students, attendance, enrollment, and withdrawal dates.
2. Student demographic information—First, middle, and last names; sex; ethnicity; date of birth; special education disabling condition; special education instructional setting; home language; or migrant information.
3. Student achievement information—Most recent TAKS scores.
4. Student immunization/health information.



EXHIBIT B

PLANO INDEPENDENT SCHOOL DISTRICT  
ACCEPTABLE DOCUMENTS FOR PROOF OF RESIDENCY

The District requires the parents of a student to live in the District and have the present intention to remain in the District. The student is expected to live in the residence on a full-time basis. The term "parent" as used in this exhibit means biological parents, legal guardians, or persons in lawful control of a student. 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. A visiting student who lacks the intention to remain is not qualified to enroll in public school.

The following original documents must be presented prior to enrolling a student in a District school. At any time after enrollment, the following must also be presented to school personnel to update a change of address or to resolve residency questions. These documents are the preferred, but not exclusive, methods of determining residence.

For students residing in a home owned by or an apartment or home leased by the parent, the student must provide the following:

1. A current utility bill for electricity or natural gas, bearing the name and address of the parent, and
2. An original lease agreement signed by both parties, bearing the address of the property and date of occupancy. Copies of leases shall not be accepted nor leases for a portion of a home or apartment (see below).

A student and parent residing with another resident of the District in a home owned by the resident must provide the following:

1. The homeowner must complete and have notarized the District's proof of residency statement, and
2. Submit a current natural gas or utility bill bearing the name and address of the resident.

Whether or not a written lease agreement for a portion of a house or apartment is signed, the above statement and utility billing must be submitted if the family resides with another resident in their home. The individual(s) must live with the resident on a full-time basis. If the family owns a home in a neighboring school district and signs a partial lease for a room or apartment in the District, the lease will not qualify the student to enroll in the District. The student is qualified to attend school in the school district where the family owns a home and resides.

An emancipated minor, a student who is 18 years of age or older, a married student, a student who has established a residence separate and apart from a parent, or a student in the process of establishing a guardian in the District must complete the appropriate enrollment documents as directed by school District staff. One of the documents listed above or other suitable proof of residency will be used to determine residency based on the specifics of the case.

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Students planning to move to the District during the current school year may qualify to enroll. Students seeking enrollment prior to moving to the District or school zone must present to the office of student services a negotiated contract to purchase, lease, or build a residence and must complete a Certificate of Eligibility to Enroll form. Those students granted enrollment must present the approved certificate to enroll to the school as proof of residency. A current natural gas or electricity bill must be submitted to the school when the family moves into the residence in the District.

Parents who share custody of a student via a court order qualify to enroll their student in the District if one parent resides within the District attendance boundaries (regardless of which parent the student lives with) by providing proof of residency listed 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.

If neither parent resides in the District but the grandparent of the child resides in the District and provides a substantial amount of after-school care, the parent and grandparent may make an application to enroll. The designee of the Board will review the application and other required documents to determine whether the student is eligible to enroll. If the application is approved for enrollment, when enrolling the child, the grandparent must present a current natural gas or electricity bill or lease agreement as proof of residency in the District.

It is a criminal offense to present false information to enroll a student in public school. Falsifying, altering, or tampering with government documents are offenses subject to prosecution as a misdemeanor or felony under Penal Code 37.02 and 37.10. A person who presents false enrollment documents is also subject to liability for tuition costs. Presentation of false information or neglecting to notify the District of a change of address that results in lack of proof of residency in the District will cause immediate withdrawal from school. Proof of residency documentation is subject to review and investigation by the District. Additional documentation, investigation, and possibly a home visit may be required by the District to verify residency.

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EXHIBIT C

PLANO INDEPENDENT SCHOOL DISTRICT  
AGREEMENT TO PROVIDE CERTIFIED BIRTH CERTIFICATE

I have been informed that Texas law requires the parent enrolling a student under the age of 11 to present the original birth certificate or other reliable proof of the child's identity and age with a signed statement explaining the inability to produce a certified copy of the birth certificate. Not later than the 30th day after enrollment, \_\_\_\_\_ (date), or 90<sup>th</sup> day, \_\_\_\_\_ (date), if my child was not born in the United States, I will provide a certified copy of my child's birth certificate. I am aware that if I fail to provide the birth certificate by the date above, agents of the District will be required to report that failure to law enforcement.

I am aware that the student's legal name and age must appear on all school records. At the time the birth certificate is supplied to the District, unless there is a record of a legal name change, all student records will reflect the legal name and age appearing on the birth certificate.

I cannot provide a certified copy of my child's birth certificate at this time because:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

Full legal name of student(s):

Date of birth of student(s):

_____	_____
_____	_____
_____	_____
_____	_____

Parent's name (*printed*): \_\_\_\_\_

Parent's signature: \_\_\_\_\_

Address: \_\_\_\_\_

Parent's driver's license number: \_\_\_\_\_ State issued: \_\_\_\_\_

Name of staff witness (*printed*): \_\_\_\_\_

Signature of staff witness: \_\_\_\_\_

Staff fax number: \_\_\_\_\_

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Staff telephone number: \_\_\_\_\_

- A certified birth certificate was provided on \_\_\_\_\_ (date). \_\_\_\_\_ (Initials)
- A certified birth certificate was not provided within 30 days.  
A report was sent to the administrative police liaison by fax, 469-752-8015, on \_\_\_\_\_ (date;  
31st day after enrollment). \_\_\_\_\_ (Initials)
- This was reported to law enforcement by the administrative police liaison on \_\_\_\_\_ (date).  
\_\_\_\_\_ (Initials)
- Confirmation from law enforcement was received on \_\_\_\_\_ (date). \_\_\_\_\_ (Initials)
- Confirmation was sent by fax to school staff on \_\_\_\_\_ (date). \_\_\_\_\_ (Initials)

A copy of the completed form will be filed in the permanent record folder of each student listed.