



Hardin-Jefferson ISD

Registration and Enrollment Guidelines

Policy Updated April 1, 2009

The following documents are **REQUIRED** to register your child(ren) in Hardin-Jefferson ISD and prove residency:

- | | |
|---|---|
| <ul style="list-style-type: none"> 1. WITHDRAWAL DOCUMENTS FROM PREVIOUS SCHOOL 3. STUDENT'S LAST REPORT CARD 5. STUDENT'S SOCIAL SECURITY CARD 7. STUDENT'S CURRENT IMMUNIZATION RECORDS | <ul style="list-style-type: none"> 2. CURRENT PARENT/GUARDIAN'S DRIVER'S LICENSE 4. STUDENT'S UNOFFICIAL TRANSCRIPT (Grades 9 - 12 only) 6. STUDENT'S BIRTH CERTIFICATE 8. PROOF OF RESIDENCY |
|---|---|

Proof of Residency

In order for students to attend school in Hardin-Jefferson ISD, the student's parent or legal guardian must prove legal residence within the district boundaries. Families whose primary residence is outside the Hardin-Jefferson ISD boundaries are not eligible to attend school in HJISD. In order to prove residency, all applicants must submit at least **one original document from each** of the following columns. Copies will not be accepted and the original documents will be returned to you. These documents are for address verification, and must all reflect the address provided for enrollment or change of address. Postal Service Boxes will not be accepted as the enrollment address.

COLUMN A	COLUMN B	COLUMN C
<ul style="list-style-type: none"> Copy of Deed OR record of most recent mortgage payment Copy of Lease AND record of most recent rent payment Residency Affidavit from landlord affirming tenancy AND record of most recent rent payment Letter from approved agency (group & foster home purposes only) 	<p>A utility bill or work order dated within the past 30 days, including:</p> <ul style="list-style-type: none"> Gas Bill Water Bill Electric Bill Telephone Bill Cable Bill 	<ul style="list-style-type: none"> Valid Texas Driver's License Current Vehicle Registration Valid Texas Photo identification card <p><i>Dated within the past year:</i></p> <ul style="list-style-type: none"> W-2 Form⁴ Vehicle Tax Bill Property Tax Bill <p><i>Dated within the past 60 days:</i></p> <ul style="list-style-type: none"> Medicaid Card Payroll Stub⁴ Bank/Credit Card Statement⁴

¹ Legal guardianship requires additional documentation from a court or agency.

² This residency policy does not apply to homeless students, as defined by the McKinney-Vento Act.

³ Group homes are required to provide documents from columns A&B only.

⁴ You may redact financial information if you choose. We only need to verify your address for residency purposes.

SCHOOL DISTRICT PERSONNEL MAY CHOOSE TO CONDUCT A RESIDENCY VISIT AT ANY TIME

See Board Policy **FDA**

PROOF OF RESIDENCY FREQUENTLY ASKED QUESTIONS

What if I don't have the required proofs of residency with me when I enroll?

All new applicants are required to submit the required three proofs. Applicants who do not have the required documents will be asked to return when they have appropriate materials in order to enroll. HJISD staff will not accept any substitutions for items on the list of acceptable proofs.

What if I don't have a lease?

If you are a tenant at will ("month-to-month") and do not have a written lease, ask your landlord to complete and sign the residency affidavit. This, along with evidence of your most recent rent payment, will fulfill the proof of residency requirement for Column A. Your landlord does not have to be present when you enroll, but the affidavit does have to be notarized.

What if I live with a friend or relative?

If you share housing with a friend or relative, you may use the residency affidavit to fulfill the proof of residency requirement in Column A. Ask your friend or relative to complete and sign the affidavit to affirm your residence. Your friend or relative will have to provide proofs of residency from Columns B & C.

What can I use for proof of recent rent or mortgage payment?

You may present a copy of a money order, cancelled check, or rent receipt.

What if I own my home but do not have a copy of the deed?

Contact the financial institution that handles your mortgage or the Jefferson/Hardin County Clerk's Office.

What if I own a home but do not pay a mortgage (i.e., the home is paid for)?

If you no longer pay a mortgage on your home, you must submit a copy of the property deed, along with a copy of the discharge of mortgage. This will satisfy your proof of residency requirement for Column A.

Is a cell phone bill acceptable documentation to satisfy Column B?

Yes.

What if I have recently moved and have not yet received any utility bills?

To fulfill requirements of Column B, you also may submit a work order from any utility company stating that your service has been ordered or installed.

What if my family is homeless?

The proof of residency policy does not apply to homeless students and families. Contact the Homeless Liaison at 409-981-6400.

What if I am an undocumented immigrant?

Any child whose family lives in Hardin-Jefferson ISD with a Parent or Legal Guardian is guaranteed access to a free public education. No family will be denied access to school because of their immigration status. Undocumented immigrant families living with friends or relatives may be considered "homeless" (see above).

Will documents that I submit to prove residency remain confidential?

All documents submitted to prove residency will be marked with the student's name and considered part of his or her confidential record. HJISD will adhere to the standards of confidentiality set forth in state and federal laws in maintenance of these records. For more information about the confidentiality of student records, refer to FERPA at www.ed.gov.

How can I report a suspected violation of the residency policy?

Families, staff, students and others can report possible residency violations by contacting the registrar at any HJISD school.

What happens if HJISD discovers that I don't live in the school district boundaries?

Any student who is discovered not to reside in Hardin-Jefferson ISD will be withdrawn from school immediately. State law and HJISD Board policy also allow the district to assess the parent or guardian of the student a tuition fee retroactive to the date the student was first enrolled.

What if I am a current HJISD student who has moved and needs to update my address, do I need to provide three proofs of residency?

Yes.

2015-2016 Texas Minimum State Vaccine Requirements for Students Grades K-12



This chart summarizes the vaccine requirements incorporated in the Texas Administrative Code (TAC), Title 25 Health Services, Sections 97.61 to 97.72. This chart is not intended as a substitute for consulting the TAC, which has other provisions and details. [Click here for complete TAC language.](#)

The Department of State Health Services (DSHS) is granted authority to set immunization requirements by the Texas Education Code, Chapter 38, Health & Safety, Subchapter A, General Provisions.

IMMUNIZATION REQUIREMENTS

A student shall show acceptable evidence of vaccination prior to entry, attendance, or transfer to a child-care facility or public or private elementary or secondary school in Texas.

Vaccine Required (Attention to notes and footnotes)	Minimum Number of Doses Required by Grade Level			NOTES
	K – 6 th	7 th	8 th – 12 th	
Diphtheria/Tetanus/Pertussis (DTaP/DTP/DT/Td/Tdap) ¹	5 doses or 4 doses	3 dose primary series and 1 Tdap/Td booster <i>within last 5 years</i>	3 dose primary series and 1 Tdap/Td booster <i>within last 10 years</i>	<p>For K – 6th grade: 5 doses of diphtheria-tetanus-pertussis vaccine; 1 dose must have been received on or after the 4th birthday. However, 4 doses meet the requirement if the 4th dose was received on or after the 4th birthday. For students aged 7 years and older, 3 doses meet the requirement if 1 dose was received on or after the 4th birthday.</p> <p>For 7th grade: 1 dose of Tdap is required if at least 5 years have passed since the last dose of tetanus-containing vaccine.</p> <p>For 8th – 12th grade: 1 dose of Tdap is required when 10 years have passed since the last dose of tetanus-containing vaccine.</p> <p>Td is acceptable in place of Tdap if a medical contraindication to pertussis exists.</p>
Polio ¹	4 doses or 3 doses			<p>For K – 12th grade: 4 doses of polio; 1 dose must be received on or after the 4th birthday. However, 3 doses meet the requirement if the 3rd dose was received on or after the 4th birthday.</p>
Measles, Mumps, and Rubella ^{1,2} (MMR)	2 doses of MMR	2 doses of measles and 1 dose each of rubella and mumps vaccine		<p>The 1st dose of MMR must be received on or after the 1st birthday.</p> <p>For K – 6th grade: 2 doses of MMR are required.</p>
Hepatitis B ²	3 doses			<p>For students aged 11 – 15 years, 2 doses meet the requirement if adult hepatitis B vaccine (Recombivax[®]) was received. Dosage (10 mcg/1.0 mL) and type of vaccine (Recombivax[®]) must be clearly documented. If Recombivax[®] was not the vaccine received, a 3-dose series is required.</p>
Varicella ^{1,2,3}	2 doses			<p>The 1st dose of varicella must be received on or after the 1st birthday.</p> <p>For K – 12th grade: 2 doses are required.</p>
Meningococcal ¹		1 dose		<p>For 7th – 12th grade, 1 dose of meningococcal vaccine is required upon enrollment. For students 11 – 12 years of age entering 7th grade, 1 dose of meningococcal vaccine is required.</p>
Hepatitis A ^{1,2}	2 doses			<p>The 1st dose of hepatitis A must be received on or after the 1st birthday.</p> <p>For K – 6th grade: 2 doses are required.</p> <p>Special note: a child will not be considered delinquent in this series until 18 months have elapsed since receiving the 1st dose.</p>

¹ Receipt of the dose up to (and including) 4 days before the birthday will satisfy the school entry immunization requirement.

² Serologic evidence of infection or serologic confirmation of immunity to measles, mumps, rubella, hepatitis B, hepatitis A, or varicella is acceptable in place of vaccine.

³ Previous illness may be documented with a written statement from a physician, school nurse, or the child's parent or guardian containing wording such as: "This is to verify that (name of student) had varicella disease (chickenpox) on or about (date) and does not need varicella vaccine." This written statement will be acceptable in place of any and all varicella vaccine doses required.

HARDIN-JEFFERSON INDEPENDENT SCHOOL DISTRICT

RESIDENCY AFFIDAVIT – LANDLORD/SHARED TENANCIES

Instructions: Any applicant for the Hardin-Jefferson ISD who cannot produce a property deed or lease must ask the owner or lessee of the property where the applicant lives to complete and sign this legal affidavit. It is the responsibility of the applicant (not the person who completes this affidavit) to attach a record of the most recent rent payment, unless this affidavit affirms in #3 below that the tenancy does not require payment of rent. This affidavit must be renewed annually at the beginning of each school year.

AFFIDAVIT

My name is _____ and hereby depose and certify as follows: (please complete all three items and sign below)

1. I am the owner/lessee of the property at _____ located in Hardin-Jefferson ISD.

2. _____, who is the parent or legal guardian of _____, leases or subleases this property as their principal residence from me, without a written lease, in a tenancy at will, from month to month.

3. (CHECK ONE)
 I have received within the last thirty (30) days rental payment for the lease or sublease of these premises.

OR

- Alternatively, I hereby state that the party named above resides with me at the above address with no payment of rent.

I further swear or affirm that the above-listed address is the primary legal residence for the student – that is, the student spends the majority of his/her nights and the majority of his/her at-home time at that address. I know of no other residence which would constitute the primary legal residence for the above-named student.

NOTICE: A person making a false statement in this document or any other document for the purpose of school enrollment commits a criminal offense under § 37.10 of the Texas Penal Code and is subject to imprisonment or fine. Further, a person enrolling a child under false documents violates § 25.001 of the Texas Education Code and is subject to liability for tuition or costs under Texas Law.

Landlord/Adult Residing in Hardin-Jefferson ISD

STATE OF TEXAS §
COUNTY OF _____ §

Subscribed and sworn to before me this _____ day of _____, 200_____.

(SEAL)

Notary Public - State of Texas