

Documents Necessary to Complete Enrollment Process

Student's Name:	Last	First	Middle	Grade Level
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Part One

The following documents are necessary in order to complete the enrollment process:

- 1. **Proof of residence** [a recent utility bill (other than a phone or cable bill), house/apartment lease agreement, or purchasing paperwork with name and street address]. If a lease agreement or purchasing paperwork is provided at the time of registration, a utility bill must be provided within 30 days of occupancy. (Purchasing paperwork consists of an earnest money or purchase contract AND a letter from a mortgage company indicating loan approval or proof from the home builder/realtor of cash payment verification.)
 - If the utility bills are in someone else's name, follow the process in **Part Two** and complete **Item A** below.
 - In addition to the proof of residence, if enrollment is based on an **intended residence or a transfer from the attendance zone where the student currently resides**, one of the following will also need to be completed and **approved prior to enrolling on the campus**:
 - Currently resides outside Katy ISD -- *Application for Early Enrollment Based on Documentation of Intended Residence*. Requires a \$35.00 application fee per child.
 - Currently resides within Katy ISD – *Intradistrict Transfer Application*. Requires a \$35.00 application fee per child.
 Note: Transfers based on an intended residence will require purchasing paperwork or a lease agreement.
- 2. **Immunization (shot) record** (*Parent Notification of Immunizations Due*, if applicable – nurse will supply)
- 3. **Birth certificate** or other proof of identity
- 4. **School records** (report card/transcript from school most recently attended)
- 5. **Withdrawal sheet** from previous school establishing clear record, if enrolling during the school year
- 6. **Application for Determination of Minor's Residence** (only if the student does not reside with a parent – follow the process in **Part Two** and complete **Item B** below -- **obtain approval from the campus principal**)
- 7. **Driver's License** or other proof of ID of parent/guardian/adult student
- 8. Other: _____
- 9. Other: _____

Other documents that are not required but may be beneficial to your child and school officials include:

- Current court order(s) regarding the student – in order to be valid, the entire document must be provided
- Current divorce decree(s) – in order to be valid, the entire document must be provided

Part Two – Items in this section are only required if specified above.

The following documents, as specified above, are also needed to complete the registration process; therefore:

- 1) The **parent** should complete the document(s) designated for the parent and have the document(s) notarized.
 - 2) The **nonparent** should complete the document(s) designated for nonparents and have the document(s) notarized, as applicable.
- A) The Student is Residing in a Household in which the Residence and/or Utilities are in the Name of a Person other than the Person Enrolling the Student:
- Notarized Affidavit of Bona Fide Residence** and valid proof of residence (utility bill, house/apartment lease agreement, or purchasing paperwork as specified above) – **completed by person whose name is on the residence (or his/her spouse) and/or utility bills (nonparent) (Required)**
 - Notarized Parent's/Guardian's Assurance of Bona Fide Residence** – **completed by the parent (Required)**
- B) The Student is a Minor Living Separate and Apart from his/her Parent:
- Approved Application of Determination of Minor's Residence** – **completed by person assuming custodial responsibility (nonparent) (Required)**
 - Notarized Power of Attorney** – **completed by the parent (Preferred)**