



# Proof of Residency Requirements

## Documents Required

In order to ensure that Devine ISD resources are being utilized for students who reside in DISD, all students in the following categories will be required to provide proof of residency.

- All new students to Devine ISD
- Returning Devine ISD students that will be incoming 3rd, 6th & 9th graders
- Returning students with a change of address

Students entering 3<sup>rd</sup>, 6<sup>th</sup> and 9<sup>th</sup> grades, will not receive their teacher assignment or class schedule until new proof of residency and identification has been accepted by the school.

### Approved Forms of Proof of Residency

At least one document from each column must be submitted to meet the proof of residency requirements.	
Column A	Column B
<ul style="list-style-type: none"> <li>• Mortgage statement (one statement dated May, June, July, or August 2023)</li> <li>• Lease agreement (dated May, June, July, or August 2023)</li> <li>• Water bill (one bill dated May, June, July, or August 2023)</li> <li>• Gas bill (one bill dated May, June, July, or August 2023)</li> <li>• Electric Bill (one bill dated May, June, July, or August 2023)</li> <li>- Above bills/statements must include the property address</li> </ul> <p>If a family is sharing housing with an individual or family and does not pay rent, the family shall submit a document from this column in the name of the person who owns or leases the property. An Affidavit for Proof of Residency must also be completed by both the parent and the Devine ISD resident. Blank affidavits can be downloaded from the district website or picked up at campus or central offices.</p> <p>We do not accept tax or bank statements, cell phone, cable or insurance bills. Termination notices are also not accepted.</p>	<ul style="list-style-type: none"> <li>• Valid Texas driver’s license ~ address matches the address on the document in column A.</li> <li>• Valid Texas photo identification card</li> </ul> <p><b>Any type of special circumstance such as missing documentation may be discussed with a school administrator and/or designee.</b></p>

### Submitting Proof of Residency

On-line Submission – Proof of residency documents can be emailed to enrollment@devineisd.org. Be sure to include your child(ren)’s name and grade level for the 2023-2024 school year.

In-Person Submission – Proof of Residency Documents may be dropped off at your child’s campus or the Devine ISD Central Office Monday - Thursday. Be sure to include your child’s name and 2023-2024 grade level. After July 24, documents may be dropped off at the campus office.

Mail Submission – Documents may be mailed to Devine ISD Enrollment  
605 W. Hondo  
Devine, Texas 78016

Under Texas Education Code §25.001(b)(1), a student is entitled to admission if the student and either parent reside in the district. This document provides information on the documents needed to help prove residency requirements. If you are unable to provide the requested documents, please discuss the matter with your child's school.

Failure to produce the appropriate documents for admission and enrollment may result in an investigation by school officials to determine residency eligibility of the student. The investigation may include a home-visit by a school official or Attendance Officer.

In the event that DISD determines documentation was falsified and the student was not a resident of DISD, the student will be required to withdraw from DISD. DISD may pursue legal action against a parent for the amount the district has budgeted for each student as maintenance and operating expenses under TEC §25.001(h)(2) for the period the ineligible student was enrolled in a DISD school.

A family may report residency fraud by contacting the student’s home campus.