

Highland Park ISD requires an annual proof of residency for the family of each student. This is a standard practice in many other school districts, and it is intended to protect the taxpayers whose dollars pay for the excellent education our students receive.

Q: What proof of residency documents will be accepted?

If the student's residency paperwork is complete and current, only the following will be required for the annual proof of residency:

- All pages of a water or electric bill must be submitted. (No gas, phone or cable.)
- It must show dates of service (not billing dates) during June, July or August 2018.
- The address must match the family's in-district address as listed in Skyward.
- Each student's name, campus and grade level must be submitted along with each family's bill.

Q: What is the window for providing documents?

- Documents will be accepted beginning Monday, July 30, 2018 and are due before the first day of school on Thursday, August 23, 2018.

Q: How do I submit my proof of residency documents?

- Water or electric bills may be emailed via an online form found on the district website: www.hpsid.org.
- From the district home page, see the link under "Announcements" or click on "Parents" then "Submitting Annual Proof of Residency."
- You may scan or photograph the bill if you do not receive it to forward electronically. (Please review the photo to confirm that the information can be read clearly.)
- As an alternative, hard copies of water or electric bills may be delivered to the Administration Building during summer business hours. The front receptionist will have the parent complete the required student information to attach to the bill. Then, district staff will complete the submission electronically for the family.

Q: What is the consequence for non-compliance?

- Students whose parents or legal guardians have not provided their documents by the first day of school will be contacted by the district. They will be allowed up to a 30-calendar day grace period to provide the annual proof of residency document. If the document is not received by the end of the 30-calendar day grace period, the student will be withdrawn from school.

Q: What if my family doesn't receive a water or electric bill because utilities are included in my lease or homeowner's dues?

- The district has created an affidavit that the parent is required to submit instead. Please [click here](#) for the form. It should be submitted directly to the campus for the student's file.

Q: Will I be required to submit a water or electric bill if I provided one during the spring in my student's 2018-2019 enrollment documents?

- If the water or electric bill that was previously submitted for enrollment is billed for service dates earlier than June 2018, then the district will require a new bill that meets the date requirement.

Q: If my lease renews during the summer, will I be required to submit any other documents besides the water or electric bill?

- Prior to the expiration date of a lease, the parent must provide updated documentation to the campus. Therefore, a new or renewed lease and current driver's license for the same address must be submitted along with the electric or water bill.
- The new documents must be submitted to the student's campus.

Q: What if I lease my residence and my lease expires during the school year?

- Prior to the expiration date of a lease, the parent is required to submit to the campus all three required residency documents: the new or renewed lease, a current water or electric bill and a driver's license, all at the same address.
- The new documents must be submitted to the student's campus.

Q: What if I move within the district during the school year?

- Families who move within the school district during the school year are required to submit to the campus all three residency documents: the new deed or lease, a current water or electric bill and a driver's license, all at the same address.
- The new documents must be submitted to the student's campus.

Q: What about families who move in during the school year?

- Families who move in during the school year go through the entire process of renewing their residency documentation. Providing all three required proofs of residency, which includes a current water or electric bill, is a mandatory component in that process.

If at any time a student's residence is in question, HPISD will conduct an investigation and may require additional documents. We thank our parents, guardians and taxpayers for their support of this effort to verify the residency of all of our students.