

Annual Proof of Residency information



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

SUBMISSION DATES are July 28 - Aug. 17, 2022

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

- All pages of a water or electric bill
 - Dates of service (not billing dates) during June, July or August 2022
 - No gas, phone or cable
 - Address matches the first household's in-district address as listed in Skyward
- Each student's ID #, name, campus and grade level must be submitted along with each family's bill.

For these residency situations, please submit the following documents along with the student's name, campus and grade level.

- **Renewing lease** - PDF copies of the 1) lease renewal and 2) water or electric bill
- **New lease** - PDF copies of the 1) new lease and 2) water or electric bill and 3) new driver's license, all for the same address
- **Change of address** - PDF copies of the 1) warranty deed or deed of trust or settlement statement or executed lease and 2) water or electric bill and 3) new driver's license, all for the same address.

UNIQUE SITUATIONS

If you live in a residence in which all bills are paid through the lease or homeowner's dues, please use the district affidavit to submit in lieu of the bill.

- [Affidavit for Person Without Utility Bills](#)

If your lease has changed to month-to-month after the lease term ends, please use the district affidavit to submit in lieu of the lease renewal.

- [Landlord Affidavit Verifying Month-to-Month](#)

SUBMISSION INSTRUCTIONS

To submit your annual proof of residency through the online process:

1. [Click here](#) or start from the district home page: www.hpsid.org, then click on the blue bubble "Annual Proof of Residency."
2. From the link on that page, complete the online submission form.
3. Please have your student's ID # and be prepared to attach PDFs or a scanned or clearly photographed copy of the documents.

[Click here](#) to view the Proof of Residency FAQ.