



2022-2023 ENROLLMENT REQUIREMENTS

To be enrolled in the Elgin Independent School District a student must reside within the School District boundaries. Residency requirements and verification apply to each school year.

It is essential to keep contact information up-to-date. Elgin ISD communicates important news and emergency information through an automated telephone call and email system. The district also sends important information through the US mail.

WHAT YOU NEED TO PROVIDE

Elgin ISD requires certain documents to verify identification, residency, academic information, and immunization records.

1. A government issued photo ID of the person registering a student.
2. The student’s original birth certificate or a certified copy.
3. The student’s social security number. (Providing this is voluntary, but is accepted as proof of a child’s identity in conjunction with a birth certificate. Elgin ISD uses social security numbers in connection with state educational reporting systems.)
4. Academic records from the school the student most recently attended, if applicable.
5. Information about special programs to meet the educational need of the student such as special education or bilingual education.
6. Information regarding the student’s previous placements in an alternative campus (DAEP), disciplinary transfers or expulsions.
7. Up-to-date immunization records. If a child is initially enrolling in public school or coming from another country, immunization records are required before the student can be enrolled.
8. Proof of residency according to the table below:

RESIDENCY	DOCUMENTATION NECESSARY
Student and either parent live in EISD	<u>Basic proof of residence:</u> Utility bill such as: electric, gas or water bill (current within 35 days), mortgage or lease agreement, MUST include the parent’s name and address. (Driver’s license and Cell Phone bills are NOT acceptable for proof of residency.)
Student and parent live with another person residing in EISD	<ol style="list-style-type: none"> 1. Residency Affidavit*, notarized, as long the EISD Homeless Liaison determines they are NOT homeless, and 2. Basic proof of residence for person whom the student is living within the district. *Residency Affidavit can be located at www.elginisd.net
Student and legal guardian or other person having lawful control under Court order resides in EISD	<ol style="list-style-type: none"> 1. Proof of legal guardianship – should be evidenced by a court order or a properly executed power of attorney, and 2. Basic proof of residence for legal guardian in the district.
Student and/or parent claims to be homeless OR the EISD Homeless Liaison determines they are homeless.	<i>Must be determined on a case-by-case basis by the EISD Homeless Liaison.</i> Parent/guardian/adult must complete Student Residency Questionnaire.
Unaccompanied Youth: Any homeless student who is under 21 and not in the physical custody of a parent or legal guardian.	<i>Must be determined on a case-by-case basis by the EISD Homeless Liaison.</i> Unaccompanied Youth must complete Student Residency Questionnaire.
Parent who is joint managing conservator or sole managing conservator or possessory conservator lives in EISD	<ol style="list-style-type: none"> 1. Copy of divorce decree, and 2. Basic proof of residence for parent living in the district.
Student and both parents reside out of district, but a grandparent who lives in the district is providing at least 5 hours of afterschool care weekly	<ol style="list-style-type: none"> 1. Basic proof of residence for parent and grandparent living in the district. 2. Notarized statement of after-school care completed by parent and grandparent who is providing care.