

ADMISSIONS

FD  
(EXHIBIT)

See the following pages relating to enrollment information for students:

- Exhibit A: Enrollment Information for New Students — 1 page
- Exhibit B: Verification of Residence (Parent(s) and child(ren) live in their own personal house or apartment) — 1 page
- Exhibit C: Affidavit of Residence (Parent(s) and child(ren) living with someone else in house or apartment) — 1 page

HENDERSON INDEPENDENT SCHOOL DISTRICT  
ENROLLMENT INFORMATION FOR NEW STUDENTS

All parents or legal guardians of students who are not currently enrolled in HISD schools and wish to register must show a photo ID or drivers license and submit written proof of residency within the physical boundaries of HISD. Acceptable documentation must have a street address listed; post office box addresses are not acceptable proof of residency. Acceptable documentation of proof of residence includes:

- Current lease agreement or mortgage payment book, mortgage bill, or tax statement in the name of the parent or legal guardian
- Current mail at the same physical address (no ads) in the name of the parent or legal guardian

The following documents must be provided for registration:

- Student's official birth certificate
- Student's social security card
- Immunization record (complete from infancy, required by State)
- Last report card
- Unofficial transcript (high school)
- Discipline report
- IEP and Evaluation (if served by Special Education)
- Proof of Guardianship (Court Appointed Documents, Divorce Decree, DFS Placement Papers, Foster Care)
- Income information (Pre-Kindergarten/Head Start only)

Parents must provide withdrawal paperwork from previous school district before the student will be officially enrolled in HISD.

All proof of residency documents must be submitted to the school before any student(s) may attend classes at any HISD school.

Registration can be accomplished by contacting the Registrar at the following campuses:

Prekindergarten & Kindergarten, Wylie Primary (903) 655-5105  
Grades 1-3, Wylie Elementary (903) 655-5205  
Grades 4 – 5, Northside Intermediate (903) 655 – 5305  
Grades 6 – 8, Middle School (903) 655 – 5405  
Grades 9 – 12, High School (903) 655 – 5505

Henderson ISD  
201902

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HENDERSON INDEPENDENT SCHOOL DISTRICT  
VERIFICATION OF RESIDENCE

Parent(s) and child(ren) live in their own personal house or apartment

STATE OF TEXAS § Student: \_\_\_\_\_

COUNTY OF RUSK § School: \_\_\_\_\_ Grade: \_\_\_\_\_

I have personal knowledge of each of the facts contained herein, and know them to be true and correct. I am the parent or legal guardian of:

Last name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age as of Sept 1: \_\_\_\_\_

who is over five (5) years of age and will be under 18 years of age on the first day of September of the year in which admission is sought. I currently reside within the boundaries of the Henderson Independent School District at:

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

and said student resides with me at said address.

Documents to be submitted with this form:

- \_\_\_\_\_ Proof of legal guardianship if student lives with someone other than the parent.
- \_\_\_\_\_ A current lease agreement, mortgage book, tax statement, etc., in the name of the parent or legal guardian of a property in which they reside.
- \_\_\_\_\_ Current mail at the same physical address (no ads) in the name of the parent or legal guardian.

*I realize that any known falsification of the information set out in this document is a criminal offense as set forth in Section 37.10 of the Texas Penal Code, and if an ineligible student is enrolled in the District on the basis of information knowingly falsified on this form by me, I am liable for criminal prosecution under the Texas Penal Code, and liable to the District for the cost of that student's education. The parent/guardian is liable for the period the student is enrolled for the greater of: (1) the maximum tuition fee the district may charge, or (2) the amount the district has budgeted per student as maintenance and operating expense. I understand if residence is established in another district while school is in session, this enrollment form is invalid and the student is to be withdrawn.*

Parent/Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian printed name: \_\_\_\_\_

Home phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Work phone: \_\_\_\_\_ Email: \_\_\_\_\_

HENDERSON INDEPENDENT SCHOOL DISTRICT  
AFFIDAVIT OF RESIDENCE

Parent(s) and child(ren) living with someone else in a house or apartment

Student: \_\_\_\_\_ Campus: \_\_\_\_\_ Grade: \_\_\_\_\_

BEFORE ME, the undersigned authority, on this day appeared (home owner or lease holder)  
\_\_\_\_\_ who, being by me duly sworn, upon oath stated:

- "I am a resident of the Henderson Independent School district currently residing within the boundaries of the Henderson Independent School district at:

Address: \_\_\_\_\_ Apt. \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

and hereby certify that (list the full names of all persons residing with you at this address, please print):

_____	_____
_____	_____
_____	_____

reside with me at said address."

- I realize that my known falsification of the information set out in this affidavit is an offense under Section 37.10 of the Texas Penal Code and in violation of Texas Education Code 25.001 (h).
- If an ineligible student is enrolled in the District on the basis of information knowingly falsified by me on this form, I am liable to the District for the cost of the student's education for the period the student is enrolled for the greater of: (1) the maximum tuition fee the district may charge, or (2) the amount the district has budgeted per student as maintenance and operating expense.
- I also understand if residence is established in another district while school is in session, this enrollment form is invalid and the student(s) may be withdrawn in accordance with school board policy. Failure to withdraw the student(s) in accordance with school board policy makes me liable to the District for the tuition cost of the days ineligible enrolled for the period the student is enrolled for the greater of: (1) the maximum tuition fee the district may charge, or (2) the amount the district has budgeted per student as maintenance and operating expense.
- I understand that I must accompany the parent/guardian and child(ren) indicated on this form to enroll at the school.
- I understand that I must have a photo ID with an address that matches my current address, as shown on my proof of residence.

Previous address of the parent living with the house owner/lease holder:

Address: \_\_\_\_\_ Apt. \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

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Documents that must be attached to this affidavit to verify residency of home owner/lease holder:

- Current mail at the same physical address (no ads) in the name of in the home owner/lease holders name, and
- A current lease agreement, mortgage book, or tax statement in the name of in the home owner/lease holders name

***THIS DOCUMENT MUST BE SIGNED IN THE PRESENCE OF A NOTARY. The homeowner or lease holder must accompany the parent/guardian and child(ren) to enroll in school.***

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IN WITNESS WHEREOF, I hereunto set my hand this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_.

\_\_\_\_\_  
Signature of District Resident, Home Owner/Lease Holder

\_\_\_\_\_  
Printed name of Homeowner/Lease holder

THE STATE OF TEXAS §  
COUNTY OF \_\_\_\_\_ §

THIS INSTUMENT was acknowledged before me on this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_.

by \_\_\_\_\_, Henderson Independent School District  
resident and home owner or lease holder.

\_\_\_\_\_  
Notary Public, State of Texas

My Commission Expires: \_\_\_\_\_

Printed Name: \_\_\_\_\_