

Applying for Residency Affidavit

Please be advised all affidavits are:

- One per student
- Required to be notarized prior to arriving at Hitchcock ISD facility
- Required to show the supporting documents as listed on each packet
- Required to be reviewed for provisional enrollment and will not be approved until a home visit is complete

Forms:

Forms can be picked up at any campus or found online at <http://www.hitchcockisd.org> . The completed original affidavit including all attachments must be returned to the campus for review. If the packet is complete the student will be able to start school under a provisional enrollment. The affidavit is not approved until a home visit is completed and signed by the superintendent or their designee.

NOTE: No photocopying or notarizing of documents will be made on location.

*** Packet A – Parent’s/Guardian’s Assurance of Bona Fide Residence**

This form is used if the Parent does not have a lease or mortgage statement in their name and resides with someone in the Hitchcock ISD attendance zone. The attachments required along with the completed Affidavit are as follows:

- Parent’s Government Issued Photo I.D. and legal documentation if not on birth certificate. If the address on Parent’s Government Issued Photo I.D. does not match the address of where they are residing, the parent must provide a notarized statement explaining the situation.
- Student’s Birth Certificate
- Resident’s Government issued Photo I.D. – with correct address
- **Current Utility Bill showing service address (Gas, Water or Electric – Disconnect notices will not be accepted)
- Current Lease, Mortgage Statement, or Property Tax statement showing property address. If an apartment lease, the parent and student must be listed on the lease. If not, the resident must provide a notarized statement explaining the situation.

Please Note: Only one student per original affidavit. No copies or notary services are available at any Hitchcock ISD facility. The affidavit and attachments will be reviewed in a timely manner and upon approval; the affidavit will have a signature from the Superintendent’s office. We make every effort to promptly respond to your inquiries. Thank you for your patience, we do appreciate it.

Need more help? Call 409-316-6545

**** Current- document is dated within 2 months of the registration date.**

2023-2024 – HISD

**Parent's/Guardian's Assurance of Bona Fide Residence
(To be completed by the Parent/Guardian/Adult Student)**

Parent/Guardians, who are currently residing with person(s) having a legal residence within the boundaries of the Hitchcock Independent School District and whose child(ren) will attend the district's schools, are required to declare the circumstances which make this arrangement necessary. They will be further required to declare that **no false information** has been provided to HISD concerning their current residency status.

It is my understanding that, since the house/apartment lease agreement and/or utility bills for the address below are in someone else's name rather than mine, both parties will need to complete an *Affidavit of Bona Fide Residence* and have it notarized.

The two following documents must be submitted along with this statement at the time of enrollment to verify the residency:

1. **Government Issued Photo ID for Parent/Guardian**
2. **Student's Birth Certificate**

TO WHOM IT MAY CONCERN:

This document is provided to establish that my child and I reside at the address indicated below:

Name of Student: Last	First	Age:	Grade Level:	Campus
Parent Name: Last	First	Phone #:	Alternate #:	Email:
Name of Resident: Last	First	Phone #:		
Address:		Email:		
City/State/Zip				
Relationship:		Reason for moving in:		

Texas Penal Code, Section 37.10 Tampering with Governmental Record

- (a) A person commits an offense if he/she:
1. Knowingly makes a false entry in , or false alteration of , a government record;
 2. Makes, presents, or uses any record, document, or thing with knowledge of its falsity and with intent that it be taken as a genuine governmental record; or
 3. Intentionally destroys, conceals, removes, or otherwise impairs the verity, legibility, or availability of a governmental record.
- (b) An offense under this section is a Class C misdemeanor. (A person found by a court to be guilty may be fined up to \$500.)
(initials)

Education Code, Section 25.001 Admission

- (h) In addition to the penalty provided by Section 37.10, Penal Code, a person who knowingly falsifies information on a form required for enrollment of a student in a school district is liable to the district if the student is not eligible for enrollment in the district but is enrolled on the basis of the false information. The person is liable, for the period during which the ineligible student is enrolled, for the greater of:
1. The maximum tuition fee the district may charge under Section 25.038 of this code; or
 2. The amount the district has budgeted for each student as maintenance and operating expenses.
- (A person found guilty of falsifying information on an enrollment form may be liable for tuition for a sum in excess of \$5,000.)
(initials)

FALSIFICATION OF INFORMATION ACKNOWLEDGEMENT

I declare that I have provided no false information to the Hitchcock Independent School District (HISD) regarding my family's residency. I understand that falsifying this sworn affidavit is a **criminal offense** (**Perjury**) under Section 37.02 of the Texas Penal Code, which is a Class A misdemeanor punishable up to

Hitchcock ISD Residency Packet A

one (1) year of confinement in jail; a fine not to exceed \$2,000.00; or both such fine and imprisonment. Another criminal offense for falsifying this residency information is a violation of Texas Penal Code 37.10:

Tampering with a Government record.

Further, such a person is liable to the district for the period during which the ineligible student is enrolled, for the greater of: 1) the maximum tuition fee allowed under Section 25.038 of the Texas Education Code; or 2) the amount the district has budgeted for each student as maintenance and operating expenses. If a student is enrolled on the basis of false information, the person giving false information is financially liable to the district for the number of days enrolled multiplied by the average per pupil expenditure cost on a daily basis.

I understand that this child will be administratively withdrawn from HISD if it is determined that I have enrolled the child based on false information. **I also understand that HISD reserves the right to investigate claims of residence under the HISD administrative guidelines as permitted by the Texas Education Code and may conduct a home visit to verify actual occupancy.**

Parent/Guardian's signature: _____ Date: _____

STATE OF _____ § COUNTY OF _____ §

BEFORE ME, the undersigned authority, on this day personally appeared _____ known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he/she executed the same for the purpose and considerations therein expressed.

GIVEN under my hand and seal of office on this _____ day of _____, 20____.

Notary Signature _____

Hitchcock Independent School District

Parent's/Guardian's Assurance of Bona Fide Residence (To be completed by the HISD Resident; Owner or Renter)

Residents living within the boundaries of the Hitchcock Independent School District, who provide long-term shelter for anyone who will be attending school in the Hitchcock Independent School District, are required to sign the following statement declaring that **no false information** has been provided to the district and to provide the district with verification of residence.

The three following documents must be submitted along with this form at the time of enrollment to verify residency:

Required proof of residency includes the following:

1. **Government Issued Photo ID of Resident**
2. **Current Utility Bill: Gas, Water or Electric (disconnect notices will not be accepted)**
3. **Current lease, mortgage statement, or property tax statement**

TO WHOM IT MAY CONCERN:

I, _____ do hereby declare that the below listed person(s) are currently residing at
Resident
My home:

Address

City

Zip code

Names of the person(s) that have moved in with you in regards to this affidavit:

Resident's Primary Telephone Number: Hm: _____ Cell: _____

Resident's Alternative Telephone Number: _____

Texas Penal Code, Section 37.10 Tampering with Governmental Record

- (c) A person commits an offense if he/she:
4. Knowingly makes a false entry in , or false alteration of , a government record;
 5. Makes, presents, or uses any record, document, or thing with knowledge of its falsity and with intent that it be taken as a genuine governmental record; or
 6. Intentionally destroys, conceals, removes, or otherwise impairs the verity, legibility, or availability of a governmental record.
- (d) An offense under this section is a Class C misdemeanor. (A person found by a court to be guilty may be fined up to \$500.)
(initials)

Education Code, Section 25.001 Admission

- (h) In addition to the penalty provided by Section 37.10, Penal Code, a person who knowingly falsifies information on a form required for enrollment of a student in a school district is liable to the district if the student is not eligible for enrollment in the district but is enrolled on the basis of the false information. The person is liable, for the period during which the ineligible student is enrolled, for the greater of:

3. The maximum tuition fee the district may charge under Section 25.038 of this code; or
4. The amount the district has budgeted for each student as maintenance and operating expenses.

(A person found guilty of falsifying information on an enrollment form may be liable for tuition for a sum in excess of \$5,000.)

_____(initials)

FALSIFICATION OF INFORMATION ACKNOWLEDGEMENT

I declare that I have provided no false information to the Hitchcock Independent School District (HISD) regarding my family's residency. I understand that falsifying this sworn affidavit is a **criminal offense (Perjury)** under Section 37.02 of the Texas Penal Code, which is a Class A misdemeanor punishable up to one (1) year of confinement in jail; a fine not to exceed \$2,000.00; or both such fine and imprisonment. Another criminal offense for falsifying this residency information is a violation of Texas Penal Code 37.10: **Tampering with a Government record.**

Further, such a person is liable to the district for the period during which the ineligible student is enrolled, for the greater of: 1) the maximum tuition fee allowed under Section 25.038 of the Texas Education Code; or 2) the amount the district has budgeted for each student as maintenance and operating expenses. If a student is enrolled on the basis of false information, the person giving false information is financially liable to the district for the number of days enrolled multiplied by the average per pupil expenditure cost on a daily basis.

I understand that this child will be administratively withdrawn from HISD if it is determined that I have enrolled the child based on false information. **I also understand that HISD reserves the right to investigate claims of residence under the HISD administrative guidelines as permitted by the Texas Education Code and may conduct a home visit to verify actual occupancy.**

Resident's signature: _____ Date: _____

STATE OF _____ § COUNTY OF _____ §

BEFORE ME, the undersigned authority, on this day personally appeared _____ known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he/she executed the same for the purpose and considerations therein expressed.

GIVEN under my hand and seal of office on this _____ day of _____, 20____.

Notary Signature _____