

STUDENT ENROLLMENT INFORMATION

As a public school system, the Beaumont Independent School District welcomes all students who meet applicable age, eligibility, bona fide residence, and health requirements.

STUDENT AGE & ELIGIBILITY REQUIREMENTS

HEADSTART (PRE-K3)	PREK-4	KINDERGARTEN*	GRADE 1*	GRADES 2-12*
Student must be three (3) years old on or before Sept. 1 of the current school year AND meet all federal guidelines.	Student must be four (4) years old on or before Sept. 1 of the current school year AND meet all state guidelines.	Student must be five (5) years old on or before Sept. 1 of the current school year.	Student must be six (6) years old on or before Sept. 1 of the current school year.	Admission to grades 2 -12 is based on age, previous academic history, and the student's readiness to perform successfully at the assigned grade level.

**In limited and specific circumstances, a student may be eligible for early or delayed entrance into a particular grade level.*

Returning students register online and need only submit documents if changes/updates are required to existing records currently on file.

REQUIRED ENROLLMENT DOCUMENTS FOR STUDENTS NEW TO TX PUBLIC EDUCATION**

****Students previously enrolled in a TX public or charter school may have items 3, 4 & 5 transferred via TReX to enroll.**

1 PARENT/LEGAL GUARDIAN PHOTO ID & PROOF OF AUTHORITY TO ENROLL	PHOTO ID <input type="checkbox"/> Driver's License <input type="checkbox"/> State ID Card <input type="checkbox"/> Military ID <input type="checkbox"/> Passport <input type="checkbox"/> TX Election ID Card <input type="checkbox"/> Alien Registration Card	PROOF OF AUTHORITY TO ENROLL <input type="checkbox"/> Birth Certificate of Student <i>(with parent name)</i> <input type="checkbox"/> Child Custody Order/Other Legal Court Order <input type="checkbox"/> Foster Care/CPS Papers <input type="checkbox"/> Divorce Decree or Legal Separation Orders <input type="checkbox"/> Power of Attorney* <i>(in accordance with board policy)</i>
2 2 PROOFS OF CURRENT RESIDENCE (ONE FROM EACH COLUMN) PRINTED WITH THE NAME AND ADDRESS OF THE PARENT/LEGAL GUARDIAN ENROLLING THE STUDENT ONE (1) original document from each column must be presented for bona fide address verification. Copies are not accepted. All original documents will be returned. School District Officials May Conduct a Residency Verification Visit at Any Time!	COLUMN A (provide one original proof from below) <input type="checkbox"/> Property Deed <input type="checkbox"/> Current Mortgage, <i>may redact financial info</i> <input type="checkbox"/> Closing/Escrow Papers, <i>may redact financial info (dated within 45 days of enrollment)</i> <input type="checkbox"/> Signed/Printed Lease Agreement, <i>may redact financial info (dated within 1 year of enrollment)</i> <input type="checkbox"/> Landlord Verification Form with proof of current rent payment (payment dated within 30 days of enrollment) <input type="checkbox"/> Letter from Approved Agency <i>(for group & foster home purposes only)</i> <input type="checkbox"/> Property Tax Bill for BISD <i>(dated within 1 year of enrollment)</i> ♦ If parent/legal guardian is unable to establish residency due to lack of permanent housing or shared living arrangements, please contact the Student Services Department @ 409-617-5109 or 409-617-5107 to schedule an appointment for further assistance to determine eligibility for enrollment based on terms of: <input type="checkbox"/> A Shared Residency Affidavit ♦ <input type="checkbox"/> A McKinney-Vento Residency Questionnaire, ♦ <input type="checkbox"/> Other ♦ <i>as approved by Superintendent or Designee</i>	COLUMN B (provide one original proof from below) <input type="checkbox"/> Utility Bill dated within 60 days of enrollment (NO COPIES OR DISCONNECT NOTICES ACCEPTED!) <ul style="list-style-type: none"> ▪ Gas ▪ Electric ▪ Water ▪ Cable/Satellite ▪ Telephone bill (landline only) <input type="checkbox"/> Current Motor Vehicle Registration <i>(dated within 60 days of enrollment)</i> <input type="checkbox"/> W-2 Form, <i>may redact financial info (dated within 1 year of enrollment)</i> <input type="checkbox"/> Official correspondence from city, county, state or federal agency dated within 60 days of enrollment, ie. TDHHS, TX Attny General, Social Security Admin, Court Document, FEMA, etc., <input type="checkbox"/> Other ♦ <i>as approved by Superintendent or Designee</i>
3 PROOF OF STUDENT AGE & IDENTITY	<input type="checkbox"/> Certified birth certificate, Military ID, Passport, School Records, or other legal document that establishes student identity <input type="checkbox"/> Original Social Security Card <i>(if not provided, a State ID number will be assigned)</i>	NOTE: A provisional 30 day enrollment may be permitted for students experiencing lack of permanent housing or students previously enrolled in a TX public/charter school pending receipt of appropriate documents in compliance with law.
4 PROOF OF STUDENT IMMUNIZATION	<input type="checkbox"/> Current immunization record signed by physician, or <input type="checkbox"/> Certified immunization exemption records	
5 STUDENT ACADEMIC RECORDS	<input type="checkbox"/> Most recent report card/withdrawal forms from previous school <i>(if previously enrolled in school)</i> <input type="checkbox"/> High school transcript <i>(if applicable)</i> <input type="checkbox"/> Special Program records <i>(if applicable)</i>	

STUDENT ENROLLMENT - FREQUENTLY ASKED QUESTIONS

- **Where do I register my student for school?**

Pre-registration is available online and also at the student's zoned campus during scheduled dates and times. Please reference the district's website or contact the campus for assistance.

- **What if I don't have the required proofs of residency from Columns A and Columns B with me to I enroll?**

Students residing within the boundaries of BISD are entitled to a free public education at the home campus assigned to the attendance area in which the student's parent/legal guardian (*note: legal guardianship is determined by a court order*) resides. In order to process the enrollment of your student, all parents/legal guardians are required to submit a valid photo id and the two required proofs of residency. To expedite enrollment, applicants who do not have the required documents will be asked to return when they have all appropriate documents. **If parent/legal guardian or other person with lawful control is unable to establish residency due to lack of permanent housing (*experiencing homelessness*) or due to a shared living arrangements, please contact the Student Services Department @ 409-617-5109 or 409-617-5107 to schedule an appointment for further assistance.**

- **I live in a rental home/apartment, but I don't have a lease.**

If you are a tenant at will ("month-to-month") and do not have a residential lease dated within 1 year of the enrollment date, you will be required to submit a notarized Landlord Verification Form along with proof of your most recent rent payment (*dated within 30 days of enrollment*). **Please contact the Student Services Department @ 409-617-5109 or 409-617-5107 to schedule an appointment for further assistance.**

- **What if I live with a friend or relative, where I contribute to the living expenses, but the lease/mortgage and bills are not in my name?**

If you live with a friend or relative, your student may be eligible for a provisional 30 day enrollment to a BISD school based on the terms of a Shared Residency Affidavit. Both you and your friend or relative must complete and have an affidavit notarized to affirm your residence. Your friend or relative will also have to provide a copy of a valid photo id and two proofs of residency, one from each column A & B and you will have to submit additional forms of acceptable residency documentation within 30 days of the student's enrollment into the school. **Please contact the Student Services Department @ 409-617-5109 or 409-617-5107 to schedule an appointment for further assistance.**

- **What if I own my home, but do not pay a mortgage (i.e., the home is paid for)?**

If you no longer pay a mortgage on your home, you can submit a copy of the property deed or most recent property tax statement. If you do not have a copy of the deed, contact your financial institution or contact the Jefferson County Clerk's Office to obtain an official copy of the deed. Likewise, a property tax statement is available online at www.jcad.org. One of these items will satisfy your proof of residency requirement for Column A.

- **I live in my parent's/friend's home, which is paid for. They currently live out-of-state, are in a nursing home, are deceased, etc., but the deed is not in my name.**

You will be required to provide an alternate form of documentation to satisfy the proof of residency requirement for Column A. **Please contact the Student Services Department @ 409-617-5109 or 409-617-5107 to schedule an appointment for further assistance.**

- **My family (the student) is currently experiencing homelessness due to eviction, loss of job, family violence, or other economic hardship.**

The proof of residency requirements does not apply to students who are determined to be homeless. **Please contact the district's McKinney-Vento Office at 409-617- 5109 or 409-617-5107 to schedule an appointment for further assistance.**

- **What if I have recently moved and have not yet received any utility bills?**

To fulfill residency requirements of Column B, you may submit one of the other acceptable proofs in the column. You may also submit an official work order verification document stating that your service has been ordered or installed. Contact your utility company for further assistance.

- **I have moved to Beaumont due to work and currently live in a hotel until I can locate permanent housing. How can I establish proof of residency?**

School districts officials are happy to assist you with enrolling your student in the school for which the hotel is zoned. You will be required to provide an alternate form of documentation to satisfy the proof of residency requirements. **Please contact the Student Services Department @ 409-617-5109 or 409-617-5107 to schedule an appointment for further assistance.**

- **What if I am an undocumented immigrant?**

Any child whose family lives within the boundaries of Beaumont ISD and meets age, eligibility, bona fide residency and immunization requirements are entitled to a free public education at the home campus assigned to the attendance area in which the student's parent/legal guardian resides. No student will be denied access to enroll in school because of their immigration status. **If the student lacks permanent housing (*experiencing homelessness*), please contact the district's McKinney-Vento Office at 409-617- 5109 or 409-617-5107 to schedule an appointment for further assistance.**

- **What if I am a current BISD student who has moved and needs to update my address, does my parent/legal guardian need to provide the two proofs of residency from Column A and Column B?**

Yes, documents from both columns are required.

- **What happens if BISD discovers that I don't live within the boundaries of BISD or the attendance zone of the school in which my student enrolled?**

A student who enrolls in Beaumont ISD or in a school outside of the bona fide residence of the parent/legal guardian due to falsification of school enrollment documents shall be immediately withdrawn and returned to the appropriate school district or designated BISD campus. **The parent/legal guardian and other collaborating parties may be subject to payment of tuition and fees retroactive to the date the student was first enrolled and will be subject to criminal prosecution under Sec 37.10 of the Penal Code.**

WHAT SCHOOL WILL MY STUDENT ATTEND?

Enrollment in Beaumont ISD is based on the **bona fide residence** of the student's parent/legal guardian, other person with lawful control, qualified student, if age 18 and living independently, or court ordered emancipated minor. In accordance with board policy, a student is required to attend school in the attendance zone of the **bona fide residence** or obtain an approved transfer. Please reference the district website (www.bmtisd.com) to access the Zones quick link to determine the schools a student may be eligible to attend based on the address of the bona fide residence.

Note: A student's **bona fide residence** shall be defined as the domicile which is the student's fixed, permanent, and principal housing for legal purposes [24 hours per day, seven (7) days per week]. A student does not establish a bona fide residence by staying in the district or a particular attendance zone for only a portion of the week or only on school days unless this arrangement is specified in a divorce decree or other court order. **School officials shall verify bona fide residences as necessary.** The parent/guardian/adult student should contact the District's Athletic Department to determine if the residence qualifies as a bona fide residence for high school varsity UIL athletic purposes.

WHO CAN ENROLL A STUDENT IN SCHOOL?

In accordance with Texas state law, only the parent/legal guardian, other person with lawful control may enroll a child in school. **Legal guardianship and lawful control are established by court order.** A step-parent, other relative, or non-relative are not eligible to enroll a child without proper legal documentation. **Written notes from parents are not acceptable forms of documentation for enrollment purposes.** A qualified student, age 18 and living independently, or a legally emancipated minor are eligible to enroll without a parent/legal guardian provided all documentation is submitted.

If you are seeking to enroll a student and you are not the parent/legal guardian or other person with lawful control, please contact the Student Services Department at 409-617-5109 or 409-617-5107 to schedule an appointment for further assistance.

TRANSFER STUDENTS

All students entering the district from other educational settings are required to submit evidence of prior schooling and academic progress in the last grade attended outside the district. A records request to the previous school of enrollment will be done by the campus registrar/designee. Grade placement of a student may be adjusted on the basis of examination of the student's previous record, achievement tests administered, or other factors that the principal and staff believe are appropriate under the circumstances. A transcript of all entering secondary school students is required before enrollment and permanent grade assignment can be finalized. However, a student may be permitted to enroll temporarily until a full transcript is obtained.

***STUDENTS TRANSFERRING FROM UNACCREDITED SCHOOL**

Parents/guardians should be advised that if they choose to transfer their student to Beaumont ISD schools from an unaccredited school, including home school, the student may not be guaranteed comparable grade placement in the public schools. Students transferring will be assigned an appropriate grade level and class assignment based on their educational and developmental level as determined by the principal through assessment of student's age, educational experience, achievement tests and consultation with parent/guardian and personnel from the student's former school. Before granting credit, the District shall validate, by testing or other evidence, that any course taken by a student at a non accredited public, private, or parochial school meets State Board requirements.

RETURNING STUDENTS

Students actively enrolled in the district/campus on the last day of the previous school year and are returning for the new academic school year will complete registration online. Residency verification may also be required at the time of registration. Any changes to the student's records currently on file must be supported by documentation presented at the campus (i.e. proof of residency, legal papers, birth certificate, social security card, etc.,).

FALSIFICATION OF SCHOOL RECORDS IS A CRIMINAL OFFENSE SUBJECT TO CRIMINAL PROSECUTION UNDER SEC. 37.10, PENAL CODE!

The Beaumont Independent School District does not discriminate on the basis of race, color, national origin, gender, age, marital status or handicapping condition in its programs, services, activities, or employment practices as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended; and the Age Discrimination Act of 1975. BISD is committed to providing a free and appropriate public education for all students.