



CARROLL ISD -- REGISTRATION REQUIREMENTS

revised 01.24.2012

The following documents are **REQUIRED** to register your child(ren) in Carroll ISD

[Proof of residency within district boundaries is required prior to enrollment at each campus](#)

1. WITHDRAWAL DOCUMENT FROM PREVIOUS SCHOOL
2. STUDENT'S BIRTH CERTIFICATE
3. STUDENT'S SOCIAL SECURITY CARD
4. STUDENT'S CURRENT HEALTH/IMMUNIZATION RECORDS
5. CURRENT PARENT/GUARDIAN'S DRIVER'S LICENSE
6. STUDENT'S UNOFFICIAL TRANSCRIPT (grades 9-12 only)
7. STUDENT'S MOST CURRENT REPORT CARD

State law requires **ALL** students attending public school to have completed immunizations (TAC, Title 25 Health Services, §§97.61-97.72). All immunizations should be completed by the first date of attendance. A student can be enrolled provisionally for no more than 30 days if he/she transfers from one Texas school to another and is awaiting the transfer of immunization records.

[For items # 1 or 2 below, please contact the campus to provide proof of residency prior to student's enrollment.](#)

1. IF YOU ARE A NEW RESIDENT AND HAVE RECENTLY COMPLETED THE PURCHASE OF AN EXISTING HOME:

Carroll ISD requests that you provide the following documents if you have purchased and closed on a home with a Title Company:

- a) a copy of the Settlement Statement received from your Title Company at closing, including signature pages; **AND**,
- b) a copy of any utility deposit receipt; OR, a copy of your most current electric and water bills

2. IF YOU ARE AN ESTABLISHED RESIDENT AND YOU RESIDE IN A HOME THAT YOU OWN WITHIN DISTRICT BOUNDARIES:

- a) provide a copy of your most recent property tax statement indicating home ownership; **AND**,
- b) a current utility bill indicating the home address and the adult's name (water, gas or electric)

[For items # 3, 4, 5 or 6, please contact Carroll ISD Student Services by phone at 817.949.8255 or by e-mail at \[lisa.strehlow@southlakecarroll.edu\]\(mailto:lisa.strehlow@southlakecarroll.edu\) for proof of residency forms.](#)

3. IF YOU HAVE A SIGNED/DATED PURCHASE CONTRACT FOR AN EXISTING HOME OR A CONTRACT TO BUILD A NEW HOME:

Carroll ISD requests that you provide a copy of a valid, fully executed, real estate earnest money contract or contract of sale with specific date on which construction began and the date of closing. The definition of "construction began" means that the slab has been poured.

After moving into a newly constructed home or completing the purchase of an existing home with a Title Company, the following additional final proof of residency is requested:

- a) a copy of your Settlement Statement received from your Title Company at closing, including signature pages; **AND**,
- b) a copy of any utility deposit receipt; OR, a copy of your most current electric and water bills

4. IF YOU ARE RENTING THE HOME IN WHICH YOU RESIDE AND THE HOME IS WITHIN CARROLL ISD BOUNDARIES:

- a. complete a "CISD Attendance Request – Lease Agreement" form; **AND**,
- b. provide a copy of your dated and signed lease or rental agreement; **AND**,
- c. provide a copy of any utility deposit receipt; OR, a copy of your most current electric and water bills

NOTE: Family in Residence, Student Affidavit, Grandparent Affidavit and Limited Power of Attorney forms are valid for one school year only and must be renewed annually during the summer prior to the first day of school to ensure continuous, uninterrupted enrollment of student

5. IF YOU OR YOUR STUDENT ARE LIVING FULLTIME WITH A FAMILY MEMBER WHO IS A CURRENT CARROLL ISD RESIDENT OR AS A GUEST OF A CURRENT CARROLL ISD RESIDENT:

A. YOU and YOUR STUDENT (for student living with parent or guardian):

- a) complete the "CISD Attendance Request – Family in Residence" form; **AND**,
- b) Carroll ISD resident must complete a notarized "AFFIDAVIT OF STUDENT ADMISSION INFORMATION form - FD EXHIBIT B (For Student Residing with Parent or Guardian), **AND**,
- c) Carroll ISD resident host must provide a copy of his/her most current property tax statement and most current utility bill indicating the home address and the adult's name (water, gas or electric);

B. STUDENT ONLY (for student living separate and apart from parent or guardian):

- a) complete the "CISD Attendance Request – Family in Residence" form; **AND**,
- b) both the parent/guardian and the Carroll ISD resident must complete a notarized "AFFIDAVIT OF STUDENT ADMISSION INFORMATION form - FD EXHIBIT A (For Student Living Separate and Apart from Parent or Guardian); **AND**,
- c) both parent/guardian and Carroll ISD resident must complete a notarized Carroll ISD "Limited Power of Attorney" form - FD EXHIBIT E, **AND**,
- d) Carroll ISD resident host must provide a copy of his/her most current property tax statement and most current utility bill (water, gas or electric) indicating the home address and the adult's name

6. IF YOUR CHILD IS ELIGIBLE TO CARROLL ISD ATTEND UNDER THE TEXAS EDUCATION AGENCY'S GRANDPARENT CLAUSE:

If your child resides outside of Carroll boundaries but a grandparent who lives within Carroll ISD boundaries provides after-school care for a minimum of at least 4 hours per day, 4 days per week, your child(ren) may be eligible to attend Carroll ISD schools.

- a) child's parent/guardian **AND** child's grandparent must each complete the Carroll ISD "AFFIDAVIT OF STUDENT ADMISSION INFORMATION FOR NONRESIDENT STUDENT IN GRANDPARENT'S AFTER-SCHOOL CARE form, FD EXHIBIT C; **AND**, child's grandparent must provide proof of residency as follows:
 - b) a copy of his/her most current property tax statement or lease/rental agreement ; **AND**,
 - c) a copy of his/her most current utility bill (water, gas or electric) indicating the home address and the adult's name