

Provide Proof of Residency from July 29, 2021 through August 18, 2021

Highland Park ISD requires annual proof of residency for each family. This is a standard practice in many other school districts, and it is intended to protect the taxpayers whose dollars pay for the excellent education our students receive.

Here is the link for annual proof of residency: **[HPISD Proof of Residency](#)**

If the student's residency paperwork is complete and current, only the following will be required for the annual proof of residency:

- All pages of a water or electric bill. (No gas, phone, or cable)
- The water or electric bill must show dates of service (not billing date) during June, July, or August 2021.
- The address must match the family's in-district address as listed in Skyward.
- Each student's ID #, name, campus, and grade level must be submitted along with each family's bill.

If the residency paperwork includes documents such as a new lease or affidavit in addition to a water or electric bill or if you have all new documents due to a change of address, you will be able to attach those additional documents.

- For renewing a lease: copies of the 1) lease renewal and 2) water or electric bill.
- For a new lease: Copies of the 1) new lease and 2) water or electric bill and 3) new driver's license
- For a change of address: Copies of the 1) warranty deed or deed of trust or settlement statement and 2) water or electric bill and 3) new driver's license

For further instructions about submitting your proof of residency, please check [Submitting Your Annual Proof of Residency on the district website.](#)

Helpful Hints:

- Your bill must be less than 8 MB in size to submit it through the online form.
- If you have more than one student, please click on the instruction to add another student to the same submission.
- If you fail to receive an automated email acknowledgment of receipt for the online submission, send an email to **hponline@hpsid.org**. Expect a second email that either acknowledges completion or reports an error.
- If you have questions about HPISD's proof of residency requirement, please contact the HPISD Director of Student and Administrative Services at **hirshc@hpsid.org**

Questions and Answers

Question: What proof of residency documents will be accepted?

Answer: If the student's residency paperwork is complete and current, only the following will be required for the annual proof of residency:

- All pages of a water or electric bill must be submitted. (No gas, phone, or cable.)
- It must show dates of service (not billing dates) during June, July, or August 2021.
- The address must match the family's in-district address as listed in Skyward.
- Each student's ID #, name, campus, and grade level must be submitted along with each family's bill.

Some unique exceptions:

- If the family has moved, all three residency documents must be submitted: the new deed or lease, a current water or electric bill, and a driver's license, all at the same address.
- If the family has a lease that has expired or is soon due to expire, a new lease must be submitted in addition to the water or electric bill.

-Question: What is the window for providing documents?

-Answer: Documents will be accepted beginning 8 a.m. Thursday, July 29, 2021 and are due before the first day of school on Wednesday, August 18, 2021.

-Question: How do I submit my proof of residency documents?

-Answer:

- Proof of residency is submitted via an online form. Complete the fields and attach all documents, then click the "Submit" Button. Please [**CLICK HERE**](#) for the form.
- Prior to opening the Proof of Residency Form, please have your student's ID # and be prepared to attach PDFs or scanned copies of required documents.

Question: What is the consequence of non-compliance?

Answer: Students whose parents or legal guardians have not provided annual proof of residency by the first day of school will be contacted by the district. Parents will be allowed up to a 30-calendar day grace period to provide their annual proof of residency. If the documentation is not received by the end of the 30-calendar day grace period, the student will be withdrawn.

Question: What if my family does not receive a water or electric bill because utilities are included in my lease or homeowner's dues?

Answer: The district has created an affidavit that the parent is required to submit instead of a utility bill. Please [**CLICK HERE**](#) for the affidavit.

Question: Will I be required to submit a water or electric bill if I provided one during the spring in my student's 2021-2022 enrollment documents?

Answer: If the water or electric bill that was previously submitted for enrollment is billed for service dates earlier than June 2021, then the district will require a new bill that meets the date requirement.

Question: What should I submit if my lease has changed to month-to-month?

Answer: If the lease changes to month-to-month after the term ends, the district has an affidavit that the parent will submit instead of a lease renewal. Please [**CLICK HERE**](#) for the month-to-month affidavit.

Question: What if I lease my residence and my lease expires during the school year?

Answer: Prior to the expiration date of a lease, the parent is required to submit all three required residency documents: the new or renewed lease, a current water or electric bill, and a driver's license, all at the same address.

Question: What if I move my residence within the district during the school year?

Answer: Families who move within the school district during the school year are required to submit to the campus all three residency documents: the new deed or lease, a current water or electric bill, and a driver's license, all at the same address.

Question: What about families who move during the school year?

Answer: Families who move during the school year submit their residency documentation as part of the enrollment process. Providing all three required proofs of residency, which includes a current water or electric bill, is a mandatory component in that process.

If a student's residence is in question at any time, HPISD will conduct an investigation and may require additional documents. We thank our parents, guardians, and taxpayers for their support of this effort to verify the residency of all our students.