

REQUIRED DOCUMENTS



To enroll a student in a Houston ISD school, parents/guardians are required to submit the following:

- **Parent Identification** (*one of the following is required*)
  - Driver's License
  - Passport
  - Military ID
  - Other forms of valid identification
  
- **Student Identification** (*one of the following is required*)
  - Birth Certificate
  - Social Security Card
  - Passport
  - Baptismal Records
  - Other forms of valid identification
  
- **Proof of Address** (*one of the following is required*)
  - Current Rental Lease or Mortgage Statement
  - Utility Bill (not including internet)
    - Light
    - Gas
    - Water
  
- **Proof of Grade** (*one of the following is required*)
  - Prior Academic Records
  - Final Report Card(s)
  - Final Transcripts, etc.
  
- **Immunization Records** (*one of the following is required*)
  - Doctor's Records
  - Official Record of Vaccinations

Students will not be denied enrollment if parents/guardians do not have the above-referenced documents at the campus when seeking to enroll, but the student's enrollment will be considered provisional until the proper documentation is submitted. Parent identification, student identification, proof of address, and proof of grade must be turned in within the first 30 days of enrollment or 90 days if your child was born outside of the United States.

We understand many families have special circumstances and needs. Please contact your neighborhood school or the Student Enrollment Department at 713-556-4826 or [Enroll@HoustonISD.org](mailto:Enroll@HoustonISD.org)

HOMELESS STUDENTS

Per the McKinney-Vento Act, a student is defined as homeless if his or her family is living in temporary or transitional housing, such as a hotel, motel, car, homeless shelter, shelter not designed for human habitation, such as a tent, or doubled-up with another family. Homeless students are enrolled regardless of documentation.

STUDENTS IN FOSTER CARE

Per TEC §25.001(f) and (g), a child placed in foster care by an agency of the state or by a political subdivision shall be permitted to attend the public schools in the district in which the foster parents reside.

STUDENTS WITHOUT IMMUNIZATION RECORDS

Except as provided by the TEC, 38.0019 (c), a K-12 student is required to be fully immunized against certain diseases. Students who have initiated required immunizations shall be provisionally enrolled. Students who are homeless, in foster care, in CPS custody, military dependents, or who are transferring from another Texas school may be admitted for 30 days pending initiation of immunizations.

STUDENTS WITHOUT PROOF OF ADDRESS

Students whose families do not have a Lease, Mortgage Statement, Utility Bill, or similar in their name, and who are not considered homeless per the McKinney-Vento Act, must have their residency verified. Families whose proof of residency documents appear in the name of another adult should submit standard required documents along with a notarized letter from the lessee or homeowner, indicating the family resides at the stated address.

STUDENTS WITHOUT PROOF OF GRADE

If academic records are not available to verify the student's entering grade level, a temporary grade placement can be made so long as a Temporary Grade Placement Form is completed and filed with other enrollment documents.

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