



REGISTRATION – Quick Reference Guide

1. Required Registration Documents (All Grades)

Returning Students	Students New to Campus (But Current SAISD Student)	Students New To SAISD
Proof of Residency	Proof of Residency	Proof of Residency
Copy of Photo ID of person registering the student.	Copy of Photo ID of person registering the student.	Copy of Photo ID of person registering the student.
Copy of certified birth certificate – <i>verify copy is on file</i>	Copy of certified birth certificate	Copy of certified birth certificate
Social Security Card or State ID – <i>verify copy is on file</i>	Social Security Card or State ID	Social Security Card or State ID
Up-to-Date Immunization Record (in Student Information System) – <i>nurse verifies prior to enrollment</i>	Up-to-Date Immunization Record (in Student Information System) – <i>nurse verifies prior to enrollment</i>	Up-to-Date Immunization Record (in Student Information System) – <i>nurse verifies prior to enrollment</i>
N/A	Academic Information – <i>report card and/or withdrawal form; or for high school an unofficial Academic Achievement Record (AAR transcript)</i>	Academic Information – <i>report card and/or withdrawal form; or for high school an unofficial Academic Achievement Record (AAR transcript)</i>
Federal Lunch Program Application or district letter	Federal Lunch Program Application or district letter	Federal Lunch Program Application or district letter
Student Registration Data Card (FI-A)	Student Registration Data Card (FI-A)	Student Registration Data Card (FI-A)
Student Residency Questionnaire (FI-C)	Student Residency Questionnaire (FI-C)	Student Residency Questionnaire (FI-C)
Student Health Inventory and Emergency Information (FI-G)	Student Health Inventory and Emergency Information (FI-G)	Student Health Inventory and Emergency Information (FI-G)
Home Language Survey (FI-H) – <i>verify copy is on file</i>	Home Language Survey (FI-H) – <i>verify copy is on file</i>	Home Language Survey (FI-H)
N/A	Migrant Family Survey (FI-L)	Migrant Family Survey (FI-L)
Directory Information and FERPA (FI-M)	Directory Information and FERPA (FI-M)	Directory Information and FERPA (FI-M)
Parent-Student Handbook Notice (FI-N)	Parent-Student Handbook Notice (FI-N)	Parent-Student Handbook Notice (FI-N)
Ethnicity and Race Data (FI-O) – optional, <i>verify copy is on file</i>	Ethnicity and Race Data (FI-O) – optional, <i>verify copy is on file</i>	Ethnicity and Race Data (FI-O) - required
Attendance Rules (FI-P)	Attendance Rules (FI-P)	Attendance Rules (FI-P)
Permission to Photograph, Videotape and Audio Record (F33-A)	Permission to Photograph, Videotape and Audio Record (F33-A)	Permission to Photograph, Videotape and Audio Record (F33-A)

2. Who can register a student?

- If student is at least 18 years old or married, student can register self.
- Otherwise, can be parent, legal guardian, or any other person acting as a parent in the parent’s absence. (Do not deny enrollment because the person cannot prove legal guardianship.)
- Verify person’s identity through photo ID (expired driver’s license, school ID or employee ID is ok)

3. What if the parent does not have the required documents?

- If the student qualifies under residency and immunizations, the student must be enrolled. The parent may give the rest of the information verbally to school personnel or by completing the Registration Requirements FORM F1-B.

4. Please see Administrative Procedure F1 for detailed rules on: parent’s photo ID, birth certificates, child’s social security card, homeless student registration, academic records, non-resident transfers, and immunizations.

5. Proof of Residency – Documentation Requirements

Residency Qualification	Documentation Needed
Student and either parent live in SAISD	<u>Basic proof of residence</u> for parent: current telephone bill, City Public Service bill, or mortgage or lease contract, if it includes the parent's name and the current address of his/her residence. (A driver’s license is not acceptable for proof of residency.)
Student and both parents reside out of district, but a grandparent who lives in the district is providing at least 5 hours of after-school care weekly	<ol style="list-style-type: none"> 1. <u>Basic proof of residence</u> for parent. 2. Notarized statement of after-school care completed by parent and grandparent who is providing care (Form F-1D; located at school)
Parent who is joint managing conservator or sole managing conservator or possessory conservator lives in SAISD, but student resides out of District	<ol style="list-style-type: none"> 1. Copy of divorce decree (if not available, must submit w/in 30 days) 2. <u>Basic proof of residence</u> for parent
Student and legal guardian or other person having lawful control under Court order resides in SAISD	<ol style="list-style-type: none"> 1. Proof of legal guardianship 2. <u>Basic proof of residence</u> for legal guardian
Minor student living separate and apart from parent/legal guardian who resides in SAISD	<ol style="list-style-type: none"> 1. <i>Application for Determination of Residency of a Minor Living Apart From the Parent, Guardian, or Other Person Having Lawful Control Under Court Order</i> [FORM F1-E], including both notarized forms (as long as Administrator determines student is not homeless) 2. <u>Basic proof of residence</u> for person who is accepting custody for school purposes
Student and parent live with another person residing in SAISD	<ol style="list-style-type: none"> 1. <i>Verification of Address</i> [FORM F1-F], notarized (as long as Administrator determines they are not homeless) 2. <u>Basic proof of residence</u> for person with whom they are residing
Student age 18 or older residing in SAISD	<u>Basic proof of residence</u> for student
Student w/no parent or legal guardian residing in SAISD	<ol style="list-style-type: none"> 1. <i>Application for Determination of Residency of a Minor Living Apart From the Parent, Guardian, or Other Person Having Lawful Control Under Court Order</i> [FORM F1-E], including one notarized form 2. <u>Basic proof of residence</u> for person who is accepting custody for school purposes