

Parent/Guardian,

Effective the 2022-2023 school year, Allen ISD will require annual proof of residency for each family. Families will upload proof of residency in the Back-to-School Forms via Skyward Family Access. Back to School forms will be available for families to complete beginning on Tuesday, July 26.

The following are accepted proof of residency documents saved as a JPEG or PDF file:

- A copy of a current utility bill: electric, gas, or water (within 30 days) or,
- A current lease agreement showing the date of occupancy, address of residence, signature of lessee and signature of lessor or,
- If you have recently purchased a home, a copy of the Closing Disclosure form.
- If you cannot locate a proof of residency document, or have difficulty uploading your document, please contact our campus office to discuss further options.

Once you have submitted your proof of residency, campus staff will verify it meets one of the requirements listed above. If it is not accepted, you will be contacted by our office.

Please note the Back-to-School Forms will not be complete until this documentation has been received. Students will not be placed on a class list or receive course schedules until Back-to-School Forms are completed, which includes proof of residency. Students who are unable to produce documentation to verify residency in the Allen ISD attendance zone may be subject to withdrawal.

We thank you for your partnership and commitment to your child's education.

Sincerely,

Principal

*Presenting a false record or falsifying records is an offense under Section 37.10, Penal code, and enrollment of the child under false documents subjects the person to liability for tuition or other costs. TEC Sec. 25.002(3)(d).*