

## **Returning Student Proof of Residency (POR)**

In accordance with state requirements, Burlison ISD students must show Proof of Residency (POR) each school year prior to the first day of school.

Please see below for the documents needed.

### **If you own your home:**

- a recent property tax or settlement statement indicating ownership of the property. A
- current (within 30 days) water/electric bill with your name and BISD service address.\*
- photo identification

### **If you lease your home:**

- a lease agreement with parent/guardian name, property address, beginning and ending date of the lease, name and phone number of property owner, and signature of both parties.
- a current (within 30 days) water/electric bill with your name and BISD service address.\*
- photo identification

### **If you are living with a BISD resident:**

- both parent/guardian and Burlison ISD resident must complete, in person, a notarized Attendance Request/Affidavit form.
- a recent property tax/settlement statement of BISD residence indicating ownership of the home  
**OR**  
a lease agreement with BISD resident's name, property address, beginning and ending date of the lease, name and phone number of property owner, and signature of both parties.
- a current (within 30 days) water/electric bill of BISD resident and service address.\*
- both parent/guardian and Burlison ISD resident must provide photo identification.

### **If you are in the process of buying or building a home:**

- a valid, fully executed, real estate earnest money contract or contract of sale with dates for beginning construction (slab poured) and date of closing. The date of closing must be by December 1st for the student to attend the assigned campus of the contracted home on the first day of school.
- Upon move in, settlement statement and water/electric bill must be submitted within 30 days to the campus where the contract was given.

If your living situation is not listed above, please contact the campus registrar.

\*A water/electric deposit receipt with your name and BISD service address will be accepted temporarily at the time of Proof of Residency (POR). The first monthly water/electric bill you receive must be submitted within 30 days to the campus where the deposit receipt was given. **Late notices on water/electric bills will not be accepted.**