



Dear Parent or Guardian,

The Texas Education Agency requires us to maintain current proof of residency for all enrolled students. This is requested when your child first enrolls with LISD and again their PK4, 5th, and 8th grade years as they transition to new campuses.

The only allowable proof of residency is a current gas, water, or electric bill in the name of one of the student's parents or legal guardians. We understand that families can experience a variety of events that affect their living situation and we can work with you on a solution that meets the documentation requirements.

This process can be completed electronically. Simply scan an original bill or take a clear picture of the bill and upload it to this link - <https://lew.schoolobjects.com/forms/public/welcome.aspx?fid=b17c4d66-659e-4f09-b471-ef6bff5ed0a4&orgid=09dba4e8-c8d9-49d5-9daa-c68d4a38f40b>

All required proof of residency documents must be provided by May 1. If this documentation is not received, your child's enrollment cannot be continued at the next campus or grade level. If you prefer, you may also deliver the bill directly to our front office.

If you are unable to provide this documentation by May 1 due to extenuating circumstances, please contact the campus registrar or your child's counselor to discuss the situation.

Please contact Emily Moon at [moone@lisd.net](mailto:moone@lisd.net) if you have any questions or if we can be of any assistance.

Sincerely,

Curt Martin  
Principal  
Downing Middle School