Tips for Registering at Briscoe Jr. High School

1. **The parent/guardian MUST provide proof that you live in the Briscoe attendance zone.** This can be done by one of the following documents: utility bill, lease, or closing statement. **YOU CANNOT REGISTER A STUDENT WITHOUT APPRORIATE PROOF OF RESIDENCE!**
2. If the parent/guardian and student are living with someone else, you MUST complete a Dual Residency form and have it notarized. The homeowner MUST provide the proof of residence in his or her name. Both you and the homeowner MUST provide identification cards with the address in the Briscoe zone listed as the address. In addition, the parent/guardian MUST provide an additional proof of residence received at the home address.
3. **A parent listed on the birth certificate or the legal guardian are the only adults who can register the student.** If the adult registering the student is not the parent, legal guardianship papers must be provided.
4. **Shot Records need to be provided.** If the student is not coming from a Texas public school, the records must be received before registering. If the student is transferring from out of the country, a TB test MUST be administered before registering.
5. **A birth certificate** must be provided within 30 days.
6. If using the **social security number**, a copy of the card must be provided with 30 days.
7. Records from the previous school must be provided. These can be requested by BJH, but the parent must provide contact information for the previous school. **If the school year has started,a withdrawal paper from the previous school MUST be provided.** We cannot register the student unless he or she has been withdrawn from the previous school**.**

If you have questions, please call Mrs. Beckworth at 823-223-4004.