



Central Administration

NEW HOMEOWNERS REGISTRATION INFORMATION

Are you renting, buying or building a home in the Schertz-Cibolo-Universal City ISD attendance zone, but are not yet residing in the home? If so, you must get approval from the Central Office before registering your child. To do this, you must first submit the following information to the Central Office located at 1060 Elbel Road.

Renting: Copy of the current signed lease agreement with the rental dates. Attach copy of gas, electric or water deposit.

Buying: Copy of a fully executed contract with signatures of both the buyer and the seller and a closing date.

Building: Copy of a fully executed contract with signatures of both the buyer and the seller and a closing date. An estimated closing date will be sufficient.

All of the documents will be verified and processed through the Central Office. Once this is accomplished, you will be given an admittance form that will allow you to register your child at the school you are zoned for.

Please allow 2-3 full business days for notification of the approval.

** In the event the estimated closing date on a contract for an existing home or for a home under construction is later than 60 days from the date of the transfer request, a signed letter on official letterhead from the real estate agent (contract on an existing home) or builder (contract on new construction) verifying that the home is still under contract must be delivered to the central office building at the 60 day mark and every 30 days thereafter until closing, and be made part of the original transfer request packet. Within 30 days of the contract closing date, proof of residency must be provided to the campus where the student is enrolled.*