

ADMISSIONS AND ATTENDANCE

FD (R)

REGISTRATION

Before a minor student (under 18 years of age) can be officially admitted to district schools, appropriate registration forms must be completed and signed by the person who has legal custody of the student and resides within the district. Students who have reached majority (18 years of age or over) may complete and sign these forms themselves. TEC 25.002 states that the school must enroll a child whose parent or guardian cannot furnish the school with proper documentation at the time of registration. Subsection "c" of the same code states the school will notify the police department and request a determination of whether the child has been reported as missing if the parent or guardian has not furnished the school with the proper documentation within 30 days of the child's enrollment in school.

The following items are required for registration of students:

1. Parent or legal guardian must register the student (if not natural parent, guardian must clear through Pupil Personnel Services)
2. Proof of residency (currently utility bill or current lease/contract on apartment or house; driver's license is not acceptable)
3. Official birth certificate required for all students to verify proof of age and legal name. Official name change documents, signed by judge, notarized, required on file if name is different from birth certificate or social security card.
4. Immunization records (shot record must be current)
5. Student's social security card or Texas State ID number is requested
6. Last report card or withdrawal form from previous school

ESTABLISHING PROOF OF RESIDENCE

New residents of the district are required to present document(s) establishing proof of residence. A bona fide residence may be considered established when the parent, legal guardian, or other person having lawful control lives at such residence or has established other means of providing proof of a bona fide residence suitable to the Superintendent or designee.

Acceptable "other means of providing proof of a bona fide residence" are:

1. Utility bill receipts
2. Rent, lease, or sales agreement

FALSIFICATION OF INFORMATION FORM

When a new student is registered, the school shall require the parent, legal guardian, or person having legal custody of the child to fill out the "Falsification of Information" form in the presence of a school official.

This form shall be filed in the student's cumulative folder. This form should be filled out at the school with every new enrollee.

ESTABLISHING PROOF OF RESIDENCE FORM

When one family moves into a residence with another family, which is legal in establishing a residence for enrolling a student, the school shall require both the owner/renter of the residence and the parent, legal guardian, or person having legal custody of the student to come to the school and complete the "Establishing Proof of Residence" form in the presence of a school official. The school notary shall notarize this form and file the form in the student's cumulative folder. The owner/renter of the residence must also show proof of the bona fide residence.

CUSTODIANSHIPS/ GUARDIANSHIPS/ FOREIGN STUDENTS

Any new student who does not live with his or her legal guardian or parent, and who desires to attend a district school shall be referred to the Department of Pupil Personnel Services before being allowed to enroll.

The student should be informed that he or she will have to call to set an appointment with a district representative in the Department of Pupil Personnel Services regarding the desired student status. Please note that this will be done on an appointment basis. The legal guardian or parent, the student, and the proposed custodian or guardian must meet with the district representative.

The following administrative regulations are in effect for any student (under 18 years of age), living separate and apart from his or her legal parent, to attend district schools:

1. Court-appointed guardians or managing

conservators - If the guardians or managing conservators or persons having legal control of a student are seeking enrollment for the student, they must submit a certified copy of the guardianship to the Department of Pupil Personnel Services. The student must reside in the bona fide residence of that guardian or managing conservator and attend the school in the attendance area where the residence is located. Guardianships established for the primary purpose of attending the district schools are not valid and can be challenged in a court of law.

2. Custodianship enrollment - A custodianship may be established by the Department of Pupil Personnel Services. If the student is to live with someone other than the natural parent, a notarized power of attorney will be required after all other written documents are received.

The student must reside in the bona fide residence of the custodial parent and attend the school(s) in the attendance area where the residence is located. Students enrolled on a custodianship basis are enrolled with the provision that their enrollment is dependent on maintaining good behavior, good attendance, and satisfactory grades. Failure to comply with these rules will lead to their enrollment being revoked by the Department of Pupil Personnel Services.

3. Raised by relative since birth - If a student has resided with a District patron since birth, a notarized power of attorney form from the parent and a verification from a professional of this fact may be accepted by the Department of Pupil Personnel Services.

4. Department of Human Resources assignment - A student placed in a foster home in the district by DHR, or an agency of the State, or a political subdivision shall attend the school(s) in the attendance area where the foster parent resides. A notarized power of attorney from the legal guardian or parent, and the assignment letter from DHR shall be on file at the Department of Pupil Personnel Services.

5. UIL restrictions - All UIL guidelines and rules regarding guardianships, custodianships, and residence will be followed.

6. Foreign students - Foreign students with appropriate immigration credentials may enroll in district schools provided that the student's legal guardian is a bona fide

resident of the district. The student will attend the school in the attendance area of the legal guardian.

FOREIGN EXCHANGE STUDENTS

All admittance requests for foreign exchange students, should be referred to the Department of Pupil Personnel Services. A Registration Admittance Form will be issued when the following district guidelines have been met:

1. Foreign exchange programs considered for approval by the district must be in good standing with the Council on Standards for International Education Travel (CSIET).
2. Students must be enrolled prior to the first day of school and will be accepted for one year only.
3. Students who have graduated from high school or the equivalency in their home country will not be admitted. The exchange program will be responsible for determining graduate status prior to requesting admittance.
4. Students should be advised that foreign exchange is not primarily a diploma granting program, but a cultural experience. Students who do wish to receive a diploma must declare so before acceptance. These students will be placed in the appropriate classes leading to graduation at the end of the school year. They must also pass the TAAS test.
5. Students must have adequate English language proficiency to function successfully.
6. An English translated transcript of academic credits and state mandated immunization records are required before the student may be accepted.
7. Host families must be residents of the accepting high school attendance area and should have a child in the school in which the foreign exchange student is placed.
8. Foreign exchange students will not be permitted to apply for free or reduced lunch or any other subsidized program provided for disadvantaged students.

ISSUED DATE: 11/11/99