

See the following pages for forms relating to student admissions:

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Northwest Independent School District
Enrollment Authorization Form

<p>Texas Penal Code, Section 37.10 Tampering with Governmental Record</p> <p>(a) A person commits an offense if he:</p> <p>(1) knowingly makes a false entry in, or false alteration of, a governmental record;</p> <p>(2) makes, presents, or uses any record, document, or thing with knowledge of its falsity and with intent that it be taken as a genuine governmental record; or</p> <p>(3) intentionally destroys, conceals, removes, or otherwise impairs the verity, legibility, or availability of a governmental record.</p> <p>(b) An offense under this section is a Class A misdemeanor unless the actor's intent is to defraud or harm another, in which event the offense is a felony of the third degree.</p> <p>(A person found by a court to be guilty of a third degree felony may be imprisoned for 2 to 10 years and fined up to \$5,000.)</p> <p>Education Code, Section 25.001 Admission</p> <p>(h) In addition to the penalty provided by Section 37.10, Penal Code, a person who knowingly falsifies information on a form required for enrollment of a student in a school district is liable to the district if the student is not eligible for enrollment in the district but is enrolled on the basis of the false information. The person is liable, for the period during which the ineligible student is enrolled, for the greater of:</p> <p>(1) the maximum tuition fee the district may charge under Section 25.038 of this code; or</p> <p>(2) the amount the district has budgeted for each student as maintenance and operating expenses.</p> <p>(A person found guilty of falsifying information on an enrollment form may be liable for tuition for a sum in excess of \$5,000.)</p>

Texas Education Code 25.002(f) states that “[a] child must be enrolled by the child’s parent, guardian, or other person with legal control under a court order.” If the parent is unable to personally enroll the student, the following authorization must be completed.

Student's Name: Last	First	Middle	Grade Level
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TO THE CAMPUS REGISTRAR/ADA CLERK:

As the parent or legal guardian of the above-named student, I do hereby authorize the following person to enroll my son/daughter in the Northwest Independent School District:

Person's Name: Last	First	Middle	Relationship to Student
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I understand that falsification of a document related to school records is a criminal offense under Section 37.10, Penal Code. In addition to the penalty provided by the Penal Code, Texas Education Code 25.001(h) states that a person who knowingly falsifies information on a form required for enrollment is liable for tuition or costs if the student is not eligible for enrollment in the district.

Parent's/Guardian's Name: Last	First	Middle	Phone Number
Parent's/Guardian's Signature			Date

STATE OF TEXAS
COUNTY OF _____

BEFORE ME, the undersigned authority, on this day personally appeared _____ known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he/she executed the same for the purpose and considerations therein expressed. GIVEN under my hand and seal of office on this _____ day of _____, 20____.

(Affix Notary Seal)

Notary Public, State of Texas

Northwest Independent School District
Acceptable Documents for Enrollment

Student Identification

Any of the following documents are acceptable for proof of identification:

1. Birth certificate;
2. Driver's license;
3. Passport;
4. School ID card, records, or report card;
5. Military ID;
6. Hospital birth records;
7. Adoption records;
8. Church baptismal record; or
9. Any other legal document that establishes identity.

The minimum set of information that must be transferred within 30 days when a student moves from one Texas school district to another includes all the following:

1. Social security number or state-approved alternate ID last reported through PEIMS;
2. Current social security number or state-approved alternate ID, if different from above;
3. Local student ID number, if used;
4. County-District-Campus number;
5. Campus name and phone number;
6. First, middle, and last name and generation code;
7. Sex, ethnicity, and date of birth; and
8. Current grade level.

[From the TEA Student Attendance Accounting Handbook]

Proof of Residency

Any of the following documents containing the name of the parent/guardian and street address are acceptable for proof of residency:

1. A recent utility bill (other than a phone bill) with parent/guardian's name and street address
2. Home or apartment lease agreement*; or
3. An earnest money or purchase contract and a letter from a mortgage company indicating loan approval or proof from the home builder/realtor of cash payment verification*.

If the home/lease agreement or utility bill is in the name of someone other than the parent/guardian, a notarized statement from the person whose name appears on the document must be presented along with the document (home/lease agreement or utility bill). The notarized statement should indicate that the parent and student are living at the address listed as the bona fide residence for enrollment purposes. (See Exhibit C)

Upon discovery of incomplete proof of residency documentation in the student's file or when the campus suspects that a student no longer lives at the address listed in the student's file, the campus principal may request updated proof of residency from the parent/guardian. In addition to the above documents to verify residency, a copy of the parent/guardian's drivers' license with the correct address and/or a copy of the parent/guardian's voter registration card and/or current (postmarked within the last 30 days) mail addressed to the parent (other than office mail) at the residence may be requested. UIL guidelines to verify residency may also be used, such as determining that the new residence is adequate to accommodate the entire family, all personal effects and furniture have been moved, former house is on the market at a reasonable price, sold, leased, etc., and that utilities at the former residence are disconnected or are no longer in the family's name. If the parent/guardian fails to provide the updated information or if a residency check validates the campus suspicion that the student does not live within the school's attendance zone, the principal may revoke the enrollment (see Exhibit G).

*If the home/lease agreement or letter from the mortgage company/home builder/realtor is for an **intended residence**, a transfer application will need to be completed. [See Exhibit C at FDA (REG) for an out-of-district transfer application or Exhibit B at FDB (REG) for an application to transfer within the district.] The parent/guardian is required to provide a utility bill once the residence is occupied.

Northwest Independent School District
Affidavit for Proof of Residency

Texas Penal Code, Section 37.10 Tampering with Governmental Record

(a) A person commits an offense if he:

- (1) knowingly makes a false entry in, or false alteration of, a governmental record;
- (2) makes, presents, or uses any record, document, or thing with knowledge of its falsity and with intent that it be taken as a genuine governmental record; or
- (3) intentionally destroys, conceals, removes, or otherwise impairs the verity, legibility, or availability of a governmental record.

(b) An offense under this section is a Class A misdemeanor unless the actor's intent is to defraud or harm another, in which event the offense is a felony of the third degree.

(A person found by a court to be guilty of a third degree felony may be imprisoned for 2 to 10 years and fined up to \$5,000.)

Education Code, Section 25.001 Admission

(h) In addition to the penalty provided by Section 37.10, Penal Code, a person who knowingly falsifies information on a form required for enrollment of a student in a school district is liable to the district if the student is not eligible for enrollment in the district but is enrolled on the basis of the false information. The person is liable, for the period during which the ineligible student is enrolled, for the greater of:

- (1) the maximum tuition fee the district may charge under Section 25.038 of this code; or
- (2) the amount the district has budgeted for each student as maintenance and operating expenses.

(A person found guilty of falsifying information on an enrollment form may be liable for tuition for a sum in excess of \$5,000.)

TO WHOM IT MAY CONCERN:

This document is provided to establish that the persons listed below reside at the address indicated:

Student's Name:	Last	First	Middle
Parent's/Guardian's Name:	Last	First	Middle
Address:			

Proof of residency must be established to determine that a student is a bona fide resident in the attendance zone of the school for which enrollment is sought. A student's bona fide residence shall be defined as the domicile that is the student's fixed, permanent, and principal housing for legal purposes. A student does not establish a bona fide residence by living in the district or a particular attendance zone for only a portion of the week unless this arrangement is specified in a divorce decree or other court order. UIL has very specific criteria that must be met for UIL eligibility. If a student plans to participate in UIL activities, this criteria should be reviewed. One of the following documents must be submitted along with this statement to verify the residency:

1. A recent utility bill (other than a phone bill) with the name listed below and street address;
2. Home or apartment lease agreement; or
3. An earnest money and/or purchase contract and a letter from a mortgage company indicating loan approval or proof from the home builder/realtor of cash payment verification.

It is my understanding that since the home/lease agreement and/or utility bills for the above address are in my name rather than the parent/guardian this document is required as proof of residence along with a home/lease agreement or utility bill. I understand that falsification of a document related to school records is a criminal offense under *Section 37.10, Penal Code*. In addition to the penalty provided by the *Penal Code, Texas Education Code 25.001(h)* states that a person who knowingly falsifies information on a form required for enrollment is liable for tuition or costs if the student is not eligible for enrollment in the district.

Printed Name:	Last	First	Middle	Phone Number
Signature				Date

STATE OF TEXAS
COUNTY OF _____

BEFORE ME, the undersigned authority, on this day personally appeared _____ known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he/she executed the same for the purpose and considerations therein expressed. GIVEN under my hand and seal of office on this _____ day of _____, 20____.

(Affix Notary Seal)

Notary Public, State of Texas

Northwest Independent School District
Affidavit of Minor's Residence

EXHIBIT D

Texas Penal Code, Section 37.10 Tampering with Governmental Record	
(a) A person commits an offense if he:	
(1) knowingly makes a false entry in, or false alteration of, a governmental record;	
(2) makes, presents, or uses any record, document, or thing with knowledge of its falsity and with intent that it be taken as a genuine governmental record; or	
(3) intentionally destroys, conceals, removes, or otherwise impairs the verity, legibility, or availability of a governmental record.	
(b) An offense under this section is a Class A misdemeanor unless the actor's intent is to defraud or harm another, in which event the offense is a felony of the third degree.	
(A person found by a court to be guilty of a third degree felony may be imprisoned for 2 to 10 years and fined up to \$5,000.)	
Education Code, Section 25.001 Admission	
(h) In addition to the penalty provided by Section 37.10, Penal Code, a person who knowingly falsifies information on a form required for enrollment of a student in a school district is liable to the district if the student is not eligible for enrollment in the district but is enrolled on the basis of the false information. The person is liable, for the period during which the ineligible student is enrolled, for the greater of:	
(1) the maximum tuition fee the district may charge under Section 25.038 of this code; or	
(2) the amount the district has budgeted for each student as maintenance and operating expenses.	
(A person found guilty of falsifying information on an enrollment form may be liable for tuition for a sum in excess of \$5,000.)	

This form must be completed by the person assuming custodial responsibility for any student under the age of 18, living within Northwest ISD boundaries, who does not live with a parent, legal guardian, or court custodian. Proof of residency must be established to determine that a student is a bona fide resident in the attendance zone of the school for which enrollment is sought. A student's bona fide residence shall be defined as the domicile which is the student's fixed, permanent, and principal housing for legal purposes. A student does not establish a bona fide residence by living in the District or a particular attendance zone for only a portion of the week unless this arrangement is specified in a divorce decree or other court order. UIL has very specific criteria that must be met for UIL eligibility. If a student plans to participate in UIL activities, this criteria should be reviewed.

Student Information

1	Name of Student: Last First MI	Age	DOB	Sex <input type="checkbox"/> M <input type="checkbox"/> F
2	School requesting to attend:	Current Grade Level		
3	School last attended (including name of school, city and state):	Date student enrolled in previous school:		
		Date student withdrew from previous school:		
4	Contact person at previous school:	Number of absences at previous school:		
5	In the preceding year, did the student engage in conduct resulting in removal to an alternative education program?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
6	In the preceding year, did the student engage in conduct resulting in expulsion?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
7	Is the student currently on probation or conditional release for delinquent conduct?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
8	Is the student on probation or conditional release following conviction of a criminal offense?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
9	Is the student requesting enrollment for the purpose of participating in extra-curricular activities?	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Custodian Information

10	Name of person(s) with whom the student is residing within Northwest ISD:	Home phone:
11	Address: Street City State Zip	Office phone:
12	Relationship to student:	When did the student start residing at this address?
13	Reason for the student living at this address:	How long will the student reside at this address?

Parent/Guardian Information

14	Name of Parent/Guardian: Last First MI	Home phone:
15	Address: Street City State Zip	Office phone:

Assumption of Custodial Responsibility and Verification of Information

I/We, as custodians of _____, hereby swear and affirm that every statement contained in this form is, within my/our knowledge, true and correct. I/We agree to assume the obligations of parent(s) insofar as Northwest ISD is concerned, so long as the student is a minor and is attending school in Northwest ISD, including matters relating to illness, medical treatment, truancy, disciplinary problems, grade reporting, educational matters, emergency notification and obtaining permission to attend field trips and other activities of the District. I/We also swear that the student is a bona fide resident and is not residing with me/us for the purpose of participating in any UIL program, that the student is not currently assigned to an alternative education program or under an expulsion order, and that the student has not previously graduated from high school. I/We further understand that falsification of a school-related document is a criminal offense under Section 37.10, Penal Code, and that the District is allowed to recover tuition or costs under Texas Education Code 25.001(h) when a student is enrolled on the basis of false information.

Signature of Person(s) with Custodial Responsibility	Date:
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Subscribed and sworn to before me on this, the _____ day of _____, 20_____

(Affix Notary Seal)

Notary Public, State of Texas

FOR ADMINISTRATIVE USE ONLY

Campus or District Approval:	Date:
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Letter Requesting Power of Attorney

Texas Penal Code, Section 37.10 Tampering with Governmental Record

- (a) A person commits an offense if he:
- (1) knowingly makes a false entry in, or false alteration of, a governmental record;
 - (2) makes, presents, or uses any record, document, or thing with knowledge of its falsity and with intent that it be taken as a genuine governmental record; or
 - (3) intentionally destroys, conceals, removes, or otherwise impairs the verity, legibility, or availability of a governmental record.
- (b) An offense under this section is a Class A misdemeanor unless the actor's intent is to defraud or harm another, in which event the offense is a felony of the third degree.
- (A person found by a court to be guilty of a third degree felony may be imprisoned for 2 to 10 years and fined up to \$5,000.)

Education Code, Section 25.001 Admission

- (h) In addition to the penalty provided by Section 37.10, Penal Code, a person who knowingly falsifies information on a form required for enrollment of a student in a school district is liable to the district if the student is not eligible for enrollment in the district but is enrolled on the basis of the false information. The person is liable, for the period during which the ineligible student is enrolled, for the greater of:
- (1) the maximum tuition fee the district may charge under Section 25.038 of this code; or
 - (2) the amount the district has budgeted for each student as maintenance and operating expenses.
- (A person found guilty of falsifying information on an enrollment form may be liable for tuition for a sum in excess of \$5,000.)

Date

Dear Parent/Guardian:

It is my understanding that your child is establishing a bona fide residence in Northwest ISD with an adult other than his or her parent, legal guardian, or managing conservator. A student's bona fide residence shall be defined as the domicile which is the student's fixed, permanent, and principal housing for legal purposes. A student does not establish a bona fide residence by living in the district or a particular attendance zone for only a portion of the week unless this arrangement is specified in a divorce decree or other court order. UIL has very specific criteria that must be met for UIL eligibility. If a student plans to participate in UIL activities, this criteria should be reviewed.

The District requires that a Power of Attorney be provided, designating an adult who will be responsible for your child. The Power of Attorney does not relinquish the rights of a parent; it simply extends that right to other persons.

The person designated as a Power of Attorney establishing residency of a student shall be the person to which the District shall contact regarding the acts and powers specified on the Power of Attorney.

A Power of Attorney form is enclosed. Please note that you are not required to use this particular form, although it does contain those items required by the District to be included in a Power of Attorney. This Power of Attorney is revocable at any time, but the District should be notified within five (5) days of such revocation.

If you have any questions, please do not hesitate to call my office at the following number:

Name of Campus Principal or Designee (Please Print)

Phone Number

Sincerely,

Signature of Campus Principal or Designee

Power of Attorney

Texas Penal Code, Section 37.10 Tampering with Governmental Record

(a) A person commits an offense if he:

- (1) knowingly makes a false entry in, or false alteration of, a governmental record;
- (2) makes, presents, or uses any record, document, or thing with knowledge of its falsity and with intent that it be taken as a genuine governmental record; or
- (3) intentionally destroys, conceals, removes, or otherwise impairs the verity, legibility, or availability of a governmental record.

(b) An offense under this section is a Class A misdemeanor unless the actor's intent is to defraud or harm another, in which event the offense is a felony of the third degree.

(A person found by a court to be guilty of a third degree felony may be imprisoned for 2 to 10 years and fined up to \$5,000.)

Education Code, Section 25.001 Admission

(h) In addition to the penalty provided by Section 37.10, Penal Code, a person who knowingly falsifies information on a form required for enrollment of a student in a school district is liable to the district if the student is not eligible for enrollment in the district but is enrolled on the basis of the false information. The person is liable, for the period during which the ineligible student is enrolled, for the greater of:

- (1) the maximum tuition fee the district may charge under Section 25.038 of this code; or
- (2) the amount the district has budgeted for each student as maintenance and operating expenses.

(A person found guilty of falsifying information on an enrollment form may be liable for tuition for a sum in excess of \$5,000.)

STATE OF TEXAS
COUNTY OF _____

KNOW ALL BY THESE PRESENTS:

That I, _____, of _____,
Parent/Guardian
Street Address
City
State
Zip

have made, constituted and appointed and by these presents do make, constitute and appoint
 _____ of _____
Name of Appointed Custodian
Street Address
City
State
Zip

as my true and lawful attorney-in-fact for me and in my name, place and stead to take any and all actions and exercise any and all powers that I could take or exercise for the purpose of my child's _____
Student's Name

(hereinafter "the student") attendance in the Northwest Independent School District as set forth below and that such attorney-in-fact shall deem proper or advisable, giving and granting unto such attorney-in-fact full and complete power and authority to do and perform all acts and powers to be done as set forth below on behalf of my child as I could do if personally present.

The following acts and powers are granted by this Power of Attorney:

1. To receive and discuss the student's class work with appropriate District personnel.
2. To examine and receive copies of the student's Northwest ISD records and report cards.
3. To give permission for the student's participation in various activities such as, but not limited to, field trips and team travel.
4. To be notified concerning medical problems and to give consent for the care and treatment of the student.
5. To be notified and consulted concerning the student's attendance and tardiness.
6. To give permission for any disciplinary actions involving the student by District personnel.
7. To perform any other duties, responsibilities, and privileges normally afforded to the parent(s) of students in the District.

I hereby ratify and confirm whatever such attorney-in-fact shall and may do by virtue here on behalf of my child. I agree and represent those dealing with my said attorney-in-fact that this Power of Attorney may be voluntarily revoked in writing. A copy of the written revocation will be delivered to Northwest ISD within five (5) calendar days of revocation. I declare that all powers herein given to my said attorney-in-fact shall be exercisable by my said attorney-in-fact on my behalf until revoked in writing.

IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of _____, 20_____.

Signature of Parent/Guardian

PLEASE NOTE: The person designated as a Power of Attorney establishing residency of a student shall be the person to which the District shall contact regarding the acts and powers listed in items 1-7 above. The above Power of Attorney document does not fulfill the UIL requirements for legal guardianship.

STATE OF TEXAS
COUNTY OF _____

BEFORE ME, the undersigned authority, on this day personally appeared _____
known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he/she executed the same for the purpose and considerations therein expressed. GIVEN under my hand and seal of office on this _____ day of _____, 20_____.

(Affix Notary Seal)

Notary Public, State of Texas

Carta Poder

Código Penal de Texas, Sección 37.10 Alteración de Registros Gubernamentales

- (a) Una persona comete infracción si:
 - (1) a sabiendas ingresa un dato falso o altera falsamente, un registro gubernamental;
 - (2) hace, presenta o utiliza algún registro, documento o elemento con conocimiento de su falsedad y con la intención de que se tome como un registro gubernamental auténtico; o
 - (3) intencionalmente destruye, oculta, elimina o de alguna otra manera perjudica la veracidad, claridad o disponibilidad de un registro gubernamental.
 - (b) Una infracción bajo esta sección es un delito menor Clase A, a menos que la intención del inculpado sea defraudar o perjudicar a otra persona, en cuyo caso, la infracción es un delito grave de tercer grado.
- (Una persona encontrada culpable de un delito grave de tercer grado por parte de un tribunal, puede ser encarcelada de 2 a 10 años y multada hasta con \$5,000).

Código de Educación, Sección 25.001 Admisión

- (h) Además de la penalidad prevista en la Sección 37.10 del Código Penal, la persona que a sabiendas falsifique la información en un formulario requerido para inscribir a un estudiante en un distrito escolar, es responsable ante el distrito si el estudiante no es elegible para inscribirse en el distrito, pero es inscrito con base en la información falsa. Para el período durante el cual el estudiante inelegible esté matriculado, la persona será responsable de lo que sea mayor de:
 - (1) la matrícula de inscripción máxima que el distrito puede cobrar bajo la Sección 25.038 de este código; o
 - (2) la cantidad que el distrito haya presupuestado para cada estudiante como gastos de mantenimiento y operación.
- (Una persona encontrada culpable de falsificar información en un formulario de inscripción, puede ser responsable de pagar la matrícula por una suma superior a los \$5,000).

ESTADO DE TEXAS
CONDADO DE _____

POR LA PRESENTE SE HACE SABER:

Que yo, _____, domiciliado en _____
Padre/Tutor Dirección Ciudad Estado Código Postal

he hecho, constituido y designado, y por la presente hago, constituyo y designo a

_____, domiciliado en _____
Nombre del Tutor Designado Dirección Ciudad Estado Código Postal

como mi legítimo apoderado, y en mi nombre, lugar y representación, podrá efectuar cualquiera y todas las acciones y ejercer cualquiera y todos los poderes que pudiera yo efectuar o ejercer para efectos de la asistencia de mi hijo _____

Nombre del Estudiante

(en lo sucesivo, "el estudiante") al Distrito Escolar Independiente de Northwest como se exponen a continuación y que tal legítimo apoderado considere apropiadas o convenientes; dando y concediendo a tal legítimo apoderado poder y autoridad total para hacer y desempeñar todos los actos y poderes a efectuarse como se indica a continuación en nombre de mi hijo, como podría yo hacerlo si estuviera presente personalmente.

Los siguientes actos y poderes son otorgados por esta Carta Poder:

1. Recibir y discutir con el apropiado personal del Distrito el trabajo en clase del estudiante.
2. Examinar y recibir copias de los registros y boletas de calificaciones del estudiante, por parte del Northwest ISD.
3. Dar al estudiante permiso para participar en diversas actividades, tales como, pero no limitadas a, excursiones de estudio y viajes del equipo.
4. Ser notificado sobre problemas médicos del estudiante y dar consentimiento para el cuidado y el tratamiento del mismo.
5. Ser notificado y consultado sobre asistencia y retardos del estudiante.
6. Dar permiso para cualquier acción disciplinaria del personal del Distrito que involucre al estudiante.
7. Desempeñar cualesquiera otros deberes, responsabilidades y privilegios normalmente concedidos a los padres de los estudiantes en el Distrito.

Por medio de la presente ratifico y confirmo cualquier cosa que dicho legítimo apoderado deba y pueda hacer en nombre de mi hijo conforme a lo establecido aquí. Estoy de acuerdo y represento a quienes traten con mi dicho legítimo apoderado acerca de que esta Carta Poder puede ser revocada voluntariamente por escrito. Una copia de la revocación por escrito será entregada al Northwest ISD dentro de los cinco (5) días calendario a partir de la revocación. Declaro que todos los poderes otorgados aquí a mi dicho legítimo apoderado, serán ejercidos por mi dicho legítimo apoderado en mi nombre, hasta que sea revocada por escrito.

EN FE DE LO EXPUESTO, Estampo mi firma en este día _____ de _____ de 20_____.

Firma del Padre/ Tutor

FAVOR DE TOMAR NOTA: La persona designada por una Carta Poder que establece la residencia de un estudiante, será la persona con la que deberá ponerse en contacto el Distrito en relación con los actos y poderes enumerados en los puntos del 1 al 7 anteriores. El documento de Carta Poder anterior no cumple los requisitos de la UIL para tutela legal.

ESTADO DE TEXAS
CONDADO DE _____

ANTE MÍ, la autoridad suscrita, en este día compareció personalmente _____ de quien tengo conocimiento que es la persona cuyo nombre está suscrito en el instrumento anterior y reconozco que él/ ella ejecutó el mismo con el propósito y consideraciones expresados en él. OTORGADO bajo mi firma y sello oficial en este día _____ de _____ de 20_____.

(Adherir Sello Notarial)

Notario Público, Estado de Texas

Northwest Independent School District
Affidavit of Student Admission Information
(For Resident/Nonresident Student in a Grandparent's After School Care)

Texas Penal Code, Section 37.10 Tampering with Governmental Record

(a) A person commits an offense if he:

- (1) knowingly makes a false entry in, or false alteration of, a governmental record;
- (2) makes, presents, or uses any record, document, or thing with knowledge of its falsity and with intent that it be taken as a genuine governmental record; or
- (3) intentionally destroys, conceals, removes, or otherwise impairs the verity, legibility, or availability of a governmental record.

(b) An offense under this section is a Class A misdemeanor unless the actor's intent is to defraud or harm another, in which event the offense is a felony of the third degree.
(A person found by a court to be guilty of a third degree felony may be imprisoned for 2 to 10 years and fined up to \$5,000.)

Education Code, Section 25.001 Admission

(h) In addition to the penalty provided by Section 37.10, Penal Code, a person who knowingly falsifies information on a form required for enrollment of a student in a school district is liable to the district if the student is not eligible for enrollment in the district but is enrolled on the basis of the false information. The person is liable, for the period during which the ineligible student is enrolled, for the greater of:

- (1) the maximum tuition fee the district may charge under Section 25.038 of this code; or
- (2) the amount the district has budgeted for each student as maintenance and operating expenses.

(A person found guilty of falsifying information on an enrollment form may be liable for tuition for a sum in excess of \$5,000.)

Texas Education Code 25.001(b)(9) allows admission of a student who does/does not reside in the District if a grandparent, who provides a substantial amount of after-school child care (as defined by the Board's designee), resides in the District. Non-resident students must also complete the Application of an Interdistrict Transfer. Resident students must complete the Application for Intradistrict Transfer.

TO BE COMPLETED BY THE PARENT/GUARDIAN:

Student's Name:	Last	First	Middle
Requesting Admission to the following Campus			Grade Level
District of Current Residence		Campus of Current Residence	
Address – Student's Home:	Street	City	State Zip
Name of Grandparent:	Last	First	Middle
Grandparent's Address:	Street	City	State Zip

As the parent/guardian of the above-named child, I am requesting admission to the campus designated above under Education Code 25.001(b)(9). My child's grandparent, as named above, personally provides a substantial amount of after-school childcare as specified below:

Actual hours per day: _____ AM/PM to _____ AM/PM	Number of school days per week:	Number of months per school year
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I agree to notify the school within three (3) days of any changes to the after-school care described above. I authorize District employees to contact the grandparent named above for non-emergency purposes. Contact for emergency purposes shall be as indicated on the Student Enrollment Card.

I understand that falsification of a document related to school records is a criminal offense under Section 37.10, Penal Code. In addition to the penalty provided by the Penal Code, Texas Education Code 25.001(h) states that a person who knowingly falsifies information on a form required for enrollment is liable for tuition or costs if the student is not eligible for enrollment in the District.

Parent's/Guardian's Name:	Last	First	Middle	Phone Number
Parent's/Guardian's Signature				Date

STATE OF TEXAS
COUNTY OF _____

BEFORE ME, the undersigned authority, on this day personally appeared _____ known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he/she executed the same for the purpose and considerations therein expressed. GIVEN under my hand and seal of office on this _____ day of _____, 20_____.

(Affix Notary Seal)

Notary Public, State of Texas

FOR OFFICE USE ONLY	After-school Child Care Meets Definition of Substantial Amount <input type="checkbox"/> Yes <input type="checkbox"/> No	Administrator's Signature
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Copy: Executive Director for Student Services

EXHIBIT H

Northwest Independent School District
Affidavit of Grandparent's After-School Care

Texas Penal Code, Section 37.10 Tampering with Governmental Record

(a) A person commits an offense if he:

- (1) knowingly makes a false entry in, or false alteration of, a governmental record;
- (2) makes, presents, or uses any record, document, or thing with knowledge of its falsity and with intent that it be taken as a genuine governmental record; or
- (3) intentionally destroys, conceals, removes, or otherwise impairs the verity, legibility, or availability of a governmental record.

(b) An offense under this section is a Class A misdemeanor unless the actor's intent is to defraud or harm another, in which event the offense is a felony of the third degree.
(A person found by a court to be guilty of a third degree felony may be imprisoned for 2 to 10 years and fined up to \$5,000.)

Education Code, Section 25.001 Admission

(h) In addition to the penalty provided by Section 37.10, Penal Code, a person who knowingly falsifies information on a form required for enrollment of a student in a school district is liable to the district if the student is not eligible for enrollment in the district but is enrolled on the basis of the false information. The person is liable, for the period during which the ineligible student is enrolled, for the greater of:

- (1) the maximum tuition fee the district may charge under Section 25.038 of this code; or
- (2) the amount the district has budgeted for each student as maintenance and operating expenses.

(A person found guilty of falsifying information on an enrollment form may be liable for tuition for a sum in excess of \$5,000.)

Texas Education Code 25.001(b)(9) allows admission of a student who does/does not reside in the District if a grandparent, who provides a substantial amount of after-school child care (as defined by the Board's designee), resides in the District.

TO BE COMPLETED BY THE GRANDPARENT PROVIDING AFTER-SCHOOL CARE:

Student's Name:	Last	First	Middle
Name of Grandparent:	Last	First	Middle
Grandparent's Address:	Street	City	State Zip

As the grandparent of the above-named child who is requesting admission under Education Code 25.001(b)(9), I hereby state that I personally provide the following amount of after-school childcare:

Actual hours per day: _____ AM/PM to _____ AM/PM	Number of school days per week:	Number of months per school year
---	---------------------------------	----------------------------------

I agree to notify the school within three (3) days of any changes to the after-school care described above. I understand that District employees may contact me for non-emergency purposes and that contact for emergency purposes shall be as indicated by the parents on the Student Enrollment Card. I also understand that I will need to provide documentation for proof of residency.

I understand that falsification of a document related to school records is a criminal offense under Section 37.10, Penal Code. In addition to the penalty provided by the Penal Code, Texas Education Code 25.001(h) states that a person who knowingly falsifies information on a form required for enrollment is liable for tuition or costs if the student is not eligible for enrollment in the District.

Grandparent's Name:	Last	First	Middle	Phone Number
Grandparent's Address:	Street	City	State	Zip
Grandparent's Signature				Date

STATE OF TEXAS
COUNTY OF _____

BEFORE ME, the undersigned authority, on this day personally appeared _____ known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he/she executed the same for the purpose and considerations therein expressed. GIVEN under my hand and seal of office on this _____ day of _____, 20____.

(Affix Notary Seal)

Notary Public, State of Texas

FOR OFFICE USE ONLY	After-school Child Care Meets Definition of Substantial Amount	Administrator's Signature
	<input type="checkbox"/> Yes <input type="checkbox"/> No	

EXHIBIT I

Northwest Independent School District
Notification of Revocation of Enrollment

Student's Name	Grade Level	School
Date of Notification	Effective Date	

Texas Penal Code, Section 37.10 Tampering with Governmental Record

(a) A person commits an offense if he:

- (1) knowingly makes a false entry in, or false alteration of, a governmental record;
- (2) makes, presents, or uses any record, document, or thing with knowledge of its falsity and with intent that it be taken as a genuine governmental record; or
- (3) intentionally destroys, conceals, removes, or otherwise impairs the verity, legibility, or availability of a governmental record.

(b) An offense under this section is a Class A misdemeanor unless the actor's intent is to defraud or harm another, in which event the offense is a felony of the third degree.

(A person found by a court to be guilty of a third degree felony may be imprisoned for 2 to 10 years and fined up to \$5,000.)

Education Code, Section 25.001 Admission

(h) In addition to the penalty provided by Section 37.10, Penal Code, a person who knowingly falsifies information on a form required for enrollment of a student in a school district is liable to the district if the student is not eligible for enrollment in the district but is enrolled on the basis of the false information. The person is liable, for the period during which the ineligible student is enrolled, for the greater of:

- (1) the maximum tuition fee the district may charge under Section 25.038 of this code; or
- (2) the amount the district has budgeted for each student as maintenance and operating expenses.

(A person found guilty of falsifying information on an enrollment form may be liable for tuition for a sum in excess of \$5,000.)

Dear Parent/Guardian:

This letter is to notify you that it has been determined that the above-named child does not reside within this school's attendance zone. If for some reason the school does not have accurate information, and you and your child do reside within this school's attendance zone, you will need to provide one or more of the following documents for proof of residency:

- A recent utility bill (other than a phone bill) with parent/guardian's name and street;
- Home or apartment lease agreement; or
- An earnest money or purchase contract and a letter from a mortgage company indicating loan approval or proof from the home builder/realtor of cash payment verification.
- In addition to the above documents to verify residency, a copy of the parent/guardian's drivers' license with the correct address and/or a copy of the parent/guardian's voter registration card and/or current (postmarked within the last 30 days) mail addressed to the parent (other than office mail) at the residence may be requested.

If you and your child moved recently, you may be eligible to apply for a transfer based on your new residence. Please contact my office to inquire about the possibility of this option.

As principal of the above-named campus, I have determined that there is adequate documentation to justify this revocation. If you do not provide up-to-date proof of residency or qualify for a transfer, within five (5) business days, it is recommended that you withdraw your child by the effective date listed above. If you do not volunteer to withdraw your child yourself, he/she will be administratively withdrawn from this campus on the last day of the grading period or progress-reporting interval as indicated by the effective date above. If your child is to be withdrawn, please be sure that all textbooks are returned to the campus by the effective date.

If your child is administratively withdrawn, his/her presence on this campus could result in an arrest and charges of criminal trespass. While revocation of enrollment is not appealable, as a parent, you may exercise your right to complain under the procedures outlined in Board policy FNG (LOCAL) or GF (LOCAL), as appropriate.

Should you and your family move back into the school's attendance zone, your child will be eligible to re-enroll. Until then, I wish your child success at the new school.

Sincerely,

Signature of Campus Principal	Date
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Original: Parent
Copy to: Registrar
Executive Director for Student Services

EXHIBIT J

Northwest Independent School District
Affidavit of Previous Schools Attended for Enrolling Students Under 11 Years of Age

Texas Penal Code, Section 37.10 Tampering with Governmental Record

(a) A person commits an offense if he:

- (1) knowingly makes a false entry in, or false alteration of, a governmental record;
- (2) makes, presents, or uses any record, document, or thing with knowledge of its falsity and with intent that it be taken as a genuine governmental record; or
- (3) intentionally destroys, conceals, removes, or otherwise impairs the verity, legibility, or availability of a governmental record.

(b) An offense under this section is a Class A misdemeanor unless the actor's intent is to defraud or harm another, in which event the offense is a felony of the third degree.
(A person found by a court to be guilty of a third degree felony may be imprisoned for 2 to 10 years and fined up to \$5,000.)

Education Code, Section 25.001 Admission

(h) In addition to the penalty provided by Section 37.10, Penal Code, a person who knowingly falsifies information on a form required for enrollment of a student in a school district is liable to the district if the student is not eligible for enrollment in the district but is enrolled on the basis of the false information. The person is liable, for the period during which the ineligible student is enrolled, for the greater of:

- (1) the maximum tuition fee the district may charge under Section 25.038 of this code; or
- (2) the amount the district has budgeted for each student as maintenance and operating expenses.

(A person found guilty of falsifying information on an enrollment form may be liable for tuition for a sum in excess of \$5,000.)

Texas Code of Criminal Procedure, Article 63.019, requires that when a child under 11 years of age enrolls for the first time at a school, the person enrolling the child shall provide the name of each previous school attended by the child. Northwest ISD will request the school records for the child and, if the person enrolling the child provides copies of previous school records, request verification from the school of the child's name, address, birth date, and grades and dates attended. In addition, Texas Code of Criminal Procedure requires that the person enrolling the child provide:

- (1) A copy of the child's birth certificate; or
- (2) Other legal proof of the child's identity and age, and a signed statement explaining the person's inability to produce a copy of the birth certificate.

The person enrolling the child must provide the documentation required above within 30 days after enrollment, or the 90th day if the child was not born in the United States.

If the documentation above is not provided within the timeframe allotted, the school is required to notify the appropriate law enforcement agency. The law enforcement agency will check the missing children's clearinghouse to determine if the child has been report missing.

Person enrolling a child (student) under 11 years of age for the first time in _____ School must complete the following information.

Student's Legal Name:			
Student's Date of Birth:	Birth Certificate Provided:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If no birth certificate was provided was there other legal proof of identity and age, and signed statement provided:		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please describe:			
Reason for not being able to provide a birth certificate:			
Signature of Person Enrolling Student:			Date:

Please list school(s) in which the student has previously been enrolled: (Please continue on a separate sheet of paper if necessary.)

School Name:
Address:
School Name:
Address:
School Name:
Address:

Original: Student's Cum Folder
Copy: Principal and Parent/Guardian