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**Note:** See FFC regarding support services for students in foster care.

See the [Department of Family and Protective Services \(DFPS\) website](#)<sup>1</sup> for the Authorization Agreement for Voluntary Adult Care-giver form and Instructions (under State of Texas Forms) and the Placement Authorization Foster Care/Residential Care form 2085FC (under DFPS Forms).

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**Admission Information**

The District requires information on each student seeking admission. If the student is a minor not living with a parent, guardian, or other person having lawful control of the student, the District will verify that the student’s presence in the District is not for the primary purpose of participation in an extracurricular activity.

**Designation of Person Standing in Parental Relation**

The District will request that a power of attorney or an authorization agreement, as provided by Chapter 34 of the Family Code, be provided for any student not currently residing with a parent, guardian, or managing conservator. [See FD(EXHIBIT E)] The District will establish a timeline for the completion and return of the power of attorney or the authorization agreement, as well as establish a procedure for waiving this request when the Superintendent determines that a student’s circumstances preclude compliance.

**Foster Care**

A person enrolling a child in the conservatorship of the state (foster care) may provide as legal authority for enrollment either a DFPS Placement Authorization Foster Care/Residential Care form 2085FC or a court order naming DFPS as temporary or permanent managing conservator of a child.

Schools will keep all information regarding a student’s status as a youth in foster care confidential, with secure access, and will share such information with other school personnel only on a need-to-know basis.

**Verification of Age**

The principal must verify the age of each student enrolling in the District for the first time. If a birth certificate is not available, the principal may accept other documents as proof of the student’s age.

**Foreign Exchange Students**

Students who are part of an international foreign exchange program must adhere to the following guidelines.

Live with a host family residing in the District.

Provide the following documents:

- a. A transcript, in English and with course descriptions, number of clock hours of instruction, and number of years in high school.
- b. Appropriate immunization records.
- c. Verification that the student has not graduated from high school. (Student must be entering the junior year).
- d. Verification that the student is proficient in English language (oral and written).

In order for a foreign exchange student to be admitted into the district, forms Part I and Part II – Foreign Exchange Students must be completed and submitted. See FD(EXHIBIT F or G).

**International Students**

The District will not process or sign an I-20 or other forms for international students to establish residency.

**Underage Students**

An underage child who has been in attendance in the first grade of a public school in Texas shall be enrolled in the first grade in the District.

**Proof of Residency**

Initial Enrollment

At the time of registration, the parent, guardian, or other adult attempting to enroll the student must present proof of residency in the District as required by law. The absence of a parent, guardian, or other person with legal control of a child under a court order is not grounds for refusing admission to which a child is entitled under §25.001.

Examples of documentation that may be used to verify residency include:

- 1. A current deed to a house in the name of the adult seeking to enroll a child
- 2. A current mortgage or current payment book
- 3. A signed apartment lease in the name of the adult seeking to enroll a child
- 4. A current utility bill for the address identified as residence (with the exception of Cable or Cellular)
- 5. A government-issued photo identification card

For a student living separate and apart from his or her parent, guardian, or other person having lawful control under order of a

court, the adult District resident with whom the student resides must provide proof of residency in the same manner as a parent.

For a nonresident student whose resident grandparent provides a substantial amount of after-school care, the grandparent must provide proof of residency in the same manner as a parent.

Continued  
Enrollment

After a student’s initial enrollment, the District will verify residency through the annual registration forms and may investigate stated residency as necessary.

**Verification of  
Residency  
Information**

In accordance with law, the District may make reasonable inquiries to determine whether the student is a resident of the District, including when a document submitted for purposes of proving residency is not in the name of the adult who is enrolling the student. Based on an individual’s circumstance, the District may grant exceptions to the requirement to produce a document listed above. When required by law, the District will waive the requirement to prove residency in the District boundaries.

**Enforcement of  
Residency  
Requirement**

CCISD will firmly and consistently enforce its residency requirements. Persons found to be in violation of the residency requirement shall be subject to sanctions, as discussed below.

Reason to Believe Residency Might Not Be Valid:

1. The individual is a student who has established a residence separate from the student's parent or legal guardian.
2. The student's family claims to be living with another family in the District.
3. The principal or district officials have reason to suspect that any of the documentation provided has been falsified.

Any principal who encounters such circumstances shall refer these situations to the Department of Safe and Secure Schools.

**30-Day Production  
Rule**

If all documents establishing residency are not presented at initial enrollment, the remaining documents must be presented within 30 calendar days. Failure to produce evidence of residency within 30 days may result in notification to the appropriate law enforcement authority an enquiry into whether the child is a missing person and/or the student being withdrawn from the District.

1. No single item of proof is sufficient to establish residency.
2. All new students are subject to the same verification requirements.
3. Every school in CCISD must follow the same verification rules and procedures.

Documents presented to establish residence must be current, so as to establish where the person is residing at the time of admission. If a student is attending CCISD schools, and the principal, attendance officers, or CCISD contracted peace officers have been unable to verify residency, CCISD will offer the parent, legal guardian, or other adult with lawful control over the student one final opportunity to establish residency. The District will arrange to send a message home with the student and/or contact the student's parent or guardian by telephone. The District shall inform the individual that residency must be established within 5 business days. This may be accomplished by submitting the required documents, as required above, or by applying for an exception. The Superintendent has authority to make exceptions these requirements on the basis of a student's extenuating circumstances, in accordance with policy.

**Exceptions**

Victims of Family Violence, Sexual Assault or Stalking

Proof of a student's residency will be waived when the student or the student's parent or guardian is a participant in the attorney general's address confidentiality program for victims of family violence, sexual assault, or stalking. The District must accept a substitute post office box address designated by the attorney general in place of the residential, work, and/or school address if it is presented by a parent or student participating in the program. See FD(EXHIBIT D). Information on the [Address Confidentiality Program](#)<sup>2</sup> can be found on TEA's website.

Homeless Students

Proof of a student's residency will be waived when the student is homeless as defined by law. [See FDC]

Substantial Care by Resident Grandparent

Proof of a student's residency will be waived when the student is a nonresident for whom a resident grandparent provides a substantial amount of after-school care, as approved by the Board. See FD(LOCAL). The student may continue in enrollment as long as the grandparent provides the level of care established by the Board. See FD(EXHIBIT B).

When the student is a nonresident for whom a resident grandparent provides a substantial amount of after-school care. As approved by the Board, a substantial amount of after-school care consists of at least one hour per school day for four days during the regular school week. The age of the student and any special needs or circumstances shall also be considered. The student may continue in enrollment as long as the grandparent provides this level.

Coordination with District Liaisons

	<p>Schools receiving information indicating that an enrolling student may be homeless or in foster care will notify the district's homelessness liaison or foster care liaison. [See FFC and FDC]</p>
<p>Parent Lives in District; Student Does Not</p>	<p>The Education Code, section 25.001, [See FD (LEGAL)] provides that a student is entitled to attend CCISD, even if the student does not live in the District, but only if a parent - who is a joint managing, sole managing, or possessory conservator of the child - has submitted sufficient documentation to establish residency in CCISD. See FD(EXHIBIT A)</p>
<p>Student Living Apart</p>	<p>The Education Code allows a student of any age to establish a residence separate and apart from his or her parents and attend the public schools in which that student resides. [See FD (LEGAL)]</p> <ol style="list-style-type: none"><li>1. The adult with whom the student is residing will be required to present a Power of Attorney or Guardianship Notice Affidavit. See FD(EXHIBIT E) or FD(EXHIBIT C).</li><li>2. Residency documentation: The adult with whom such a student is living shall be required, as are other individuals wishing to enroll students in CCISD schools, to produce all documents establishing residency.<ol style="list-style-type: none"><li>a. Additional verification: If the adult, with whom a student who has established a separate residence is living, is unable to provide documentation to establish residency, the Principal shall notify the Department of Safe and Secure Schools.</li></ol></li></ol>
<p>Families Living with Other Families</p>	<p>When a principal is informed that one family has moved into a residence with another family, 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 obtain a Residency Affidavit form, FD(EXHIBIT A). The form must be completed and returned to the Department of Safe and Secure Schools.</p>
<p><b>Special Circumstances</b></p>	<p>The Superintendent or designee may waive the residence requirement. Waivers shall be granted only in the most unusual and extenuating circumstances. The Office of Policy and Legal Affairs must approve the waiver. See FD(EXHIBIT L). If the Superintendent or designee grants a waiver for any of the above reasons, residency shall be verified by other means, such as sending attendance and/or CCISD contracted peace officers to the residence of record and using other means to determine whether or not the individual resides within CCISD.</p>

**Withdrawal  
Procedures**

When a student under age 18 withdraws from school, the parent or guardian must submit a written request to the principal, specifying the reasons for withdrawal and the final day the student will be in attendance. A student who is age 18 or older, who is married, or who has been declared by a court to be an emancipated minor may withdraw without parental signature.

If possible, three days' notice should be given to provide teachers time to compute grades and clear all records.

The principal will officially withdraw the student from school.

**Note:** For withdrawal for nonattendance or withdrawal to home school, see FEA.

**Custody Issues**

In the interest of the District accurately respecting the custodial and possessory rights of the parents and guardians in relation to children enrolled in the District, and in an effort to maintain a positive working relationship with all parents while ensuring a safe and nurturing learning environment, the District will adhere to the following procedures:

1. Upon providing sufficient identification, the District will presume that a natural or adoptive parent has all the rights of a parent, including those set out in Texas Family Code 151.001, unless restricted by court order or other valid legal document.
2. Parents and guardians that are in dispute regarding their rights and responsibilities, affecting the parent-child relationship must timely provide such court orders to the campus or the Office of Policy and Legal Affairs.
3. The District reserves the right to obtain a copy of any pertinent court orders from the court's clerk should the student's parent or guardian fail to provide those orders.
4. The District is prohibited from interfering with a parent's right to possession of a child who is enrolled in the District absent a court order or other valid legal document restricting those rights.
5. Unless disclosure is otherwise authorized under FL(LEGAL), the District will require a Power of Attorney form, FD(EXHIBIT E), or authorization agreement before disclosing educational information concerning a student to a person who is not a parent or guardian.
6. In the absence of a court order, both mother and father are presumed to have equal rights with respect to their child, in-

cluding accessing student records, making educational decisions, conferring with school officials, attending school activities, and physical possession of the child. In the absence of a court order, the District may release a child to either the mother or the father or any responsible party designated by the mother or father.

7. A parent or guardian who executes a guardianship affidavit form, FD(EXHIBIT C) or authorization agreement does not forfeit any parental rights and may revoke the agreement in writing at any time. A Notice of Revocation must be completed and provided to the campus. See FD(EXHIBIT H).
8. The District requires that a guardianship affidavit, form FD(EXHIBIT C) be provided annually to confirm who may legally act on behalf of the student.
9. Where a court order affecting the parent-child relationship is in place, a parent may remove his or her child from school only during the period of his or her possession or upon agreement of both parents in accordance with the court order.
10. Neither stepparents nor a parent's significant other is entitled to withdraw or enroll a student, access a student's education records, make educational decisions, or confer with school officials, unless authorized to do so by a power of attorney, [FD(EXHIBIT E)], court order, other legal document, or statute.
11. In any other instance in which an issue concerning custody of, possession of, or access to a child threatens to disrupt the educational environment of the campus, or threatens to escalate into a matter affecting the physical safety or security of anyone at the campus, District staff reserves the right to contact law enforcement authorities and/or Department of Family and Child Protective Services, as deemed warranted.

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<sup>1</sup> Texas Department of Family and Protective Services/Find a Form: [https://www.dfps.state.tx.us/site\\_map/forms.asp](https://www.dfps.state.tx.us/site_map/forms.asp)

<sup>2</sup> Address Confidentiality Program: [https://tea.texas.gov/About\\_TEA/Government\\_Relations\\_and\\_Legal/Address\\_Confidentiality\\_Program](https://tea.texas.gov/About_TEA/Government_Relations_and_Legal/Address_Confidentiality_Program)