

Admission Information

The District requires completion of a form containing information on each student seeking admission. [See FD(EXHIBIT)] 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.

Prekindergarten and Kindergarten

A parent or guardian may request that a child be enrolled in prekindergarten or kindergarten because the student was eligible to enroll in the previous school year but did not enroll and has not yet been enrolled in the subsequent grade level [see FD(EXHIBIT)—I]. A parent or guardian may also request that a child repeat prekindergarten or kindergarten [see EIE(EXHIBIT)—A].

Retention Committee

If the District or campus principal disagrees with the parent's or guardian's election, then the campus principal must convene a retention committee in accordance with requirements under law to meet with the parent or guardian to discuss the request. [See FD(EXHIBIT)—J]

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.

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 a student's age.

Proof of Residency
Initial Enrollment

At the time of registration, the parent, guardian, or other person having lawful control of the student under order of a court must present proof of residency in the District as required by law.

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

1. A current lease agreement or mortgage statement;
2. The most recent tax receipt indicating home ownership;
3. A current utility bill; or
4. 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 periodically 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.

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. Information on the [Address Confidentiality Program](#)¹ 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]

Coordination with District Liaisons

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]

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.

¹ Address Confidentiality Program: https://tea.texas.gov/About_TEA/Government_Relations_and_Legal/Address_Confidentiality_Program