

ADMISSIONS

FD
(REGULATION)

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

See the Department of Family and Protective Services (DFPS) website¹ 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).

Admission Information

The District requires completion of a form containing information on each student seeking admission. [See FD(EXHIBIT A): Affidavit of Student Admission Information for Student Living Separate and Apart from Parent or Guardian, FD(EXHIBIT B): Affidavit of Student Admission Information for Student Residing with Parent or Guardian; and FD(EXHIBIT D): Affidavit of Student Admission Information for Nonresident Student in Grandparent's After-School Care] If the student is not living with a parent, guardian, or other person having lawful control of the student, the District will verify the student's reason for establishing a residence separate and apart from the student's parent, guardian, or other person having lawful control of the student under order of a court 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 I)]

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.

"Reside" Defined

A person resides in the District if the true, primary, physical place where the person lives with the intent to remain for a considerable amount of time is within the boundaries of the District. A person's residence is the fixed, permanent, and principal place of habitation that is the center of the person's domestic, social, and civic life. A person can reside in only one place at a time.

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Proof of Residency

At the time of enrollment and annually thereafter as long as the student is enrolled in the District, the parent, guardian, or other person having lawful control of the student under court order must present proof of residence in the District in the form of the following:

- a. Documentation to verify the purchase or lease of a reasonable duration of a home located in the District, such as a recently paid rent receipt and current, signed lease agreement, or a deed or temporarily, an executed contract;
- b. A current electric or water bill for the property in question in the adult's name; and
- c. The adult's valid Texas driver's license or Texas ID card indicating a correct current address in the District.

For a student living separate and apart from his or her parent, guardian, or other person having lawful control under court order, the adult District resident with whom the student resides must provide proof of residence 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 residence in the same manner as a parent.

For a resident student who has changed addresses within the District, the parent or guardian must provide the school with a new proof of residence in the same manner required upon initial enrollment.

The procedure for investigating residency questions is set forth in FD(EXHIBIT M): Residency Investigation Procedure for Enrollment. The district may investigate stated residency as necessary.

**Additional Proof of
Residency**

District staff in charge of enrollment procedures may require additional documentation when a person's residence status is in question and/or may require completion of FD(EXHIBIT L): Supplemental Enrollment Information Form. The District may verify a student's residence information by:

- a. Requiring production of additional mail addressed to the person enrolling the student or proof of submitted change of mailing address to the Post Office;
- b. Visually inspecting the residence for evidence that the student and/or the parent and/or the grandparent indeed live at the address;
- c. Verifying that personal effects or furniture belonging to the family have been removed from the previous residence;

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- d. Requiring a voter's registration at the District address or proof of application for a new voter registration at the District address;
- e. Verifying that the residence accommodates the entire family;
- f. Requiring evidence that the utilities were disconnected in the family's name at the previous residence; or
- g. Requiring evidence of licensed drivers complying with DPS regulations for changing their address.

The proof listed above is not an exhaustive list and the District may require additional proof of residency.

Because residency can change for students and their families during the year, the District may verify residency at any time.

Exceptions

When required by law, proof of a student's residency will be waived:

Victims of Family Violence, Sexual Assault or Stalking.

1. 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 if it is presented by a parent or student participating in the program. [See link below]

Homeless Students

2. When the student is homeless as defined by law. [See FDC]

Substantial Care by Resident Grandparent

3. As approved by the Board, when the student is a nonresident for whom a resident grandparent provides a substantial amount of after-school care consisting of at least:

- a. Five days during the regular school week;
- b. Daily after-school care immediately following the student's dismissal from school, and extending until at least 6:00 p.m. on each regular school day;
- c. Continual year-round supervision including school breaks; and
- d. The nonresident student's participation in kindergarten through eighth grade.

A grandparent who provides a substantial amount of after-school care to a nonresident student must provide the District with the following:

- a. Proof of residency in the same manner as a parent; and

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- b. Completion of a form describing the extent of after-school care provided by the grandparent. [See FD(EXHIBIT D): Affidavit of Student Admission Information for Student for Nonresident Student in Grandparent's After-School Care]

The age of the student and any special needs or circumstances will also be considered.

The Superintendent's designee will have the authority to approve such admissions requests in accordance with criteria approved by the Board.

The student may continue in enrollment as long as the grandparent provides this level of direct supervision.

**Designation of Person
Standing in Parental
Relation**

The District requires that a power of attorney be provided for any student not currently residing with a parent or guardian or managing conservator. [See FD(EXHIBIT E): Letter Requesting Power of Attorney, FD(EXHIBIT F): Power of Attorney for School-Related Matters or the State's Authorization Agreement for Nonparent Relative. See link below.] The District will establish a time line for the completion and return of the power of attorney or authorization agreement as well as establish a procedure for waiving this request when the Superintendent determines that a student's circumstance precludes 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.

False Information

A student who fails to meet the residency requirements of the District will be withdrawn from school in the District.

This consequence is in addition to legal and financial penalties described in FD(LEGAL) under FALSE INFORMATION.

Appeals

The parent or guardian may appeal a residency decision in accordance with FNG(LEGAL).

A student may remain in school until all administrative appeals related to residency are exhausted.

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**Coordination with
District Liaisons**

Schools receiving information indicating that an enrolling student may be homeless or in foster care will notify the District's homeless 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.

ⁱ Texas Department of Family and Protective Services/Find a Form:
https://www.dfps.state.tx.us/site_map/forms.asp

²Address Confidentiality Program: https://tea.texas.gov/About_TEA/Government_Relations_and_Legal/Address_Confidentiality_Program