
Note: A District may accept a parent or guardian request for a student to enroll in prekindergarten or kindergarten that is submitted to the District on a form provided by TEA or on the form provided by the District at FD(EXHIBIT)-I.

See FFC regarding support services for students in foster care.

An [Affidavit of Student Admission Information \(For Participants in Address Confidentiality Program\)](#)¹ can be found on TEA's website.

A Request for Food Allergy Information can be found in the [Guidelines for the Care of Students With Food Allergies At-Risk for Anaphylaxis](#).²

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¹ Affidavit of Student Admission Information (For Participants in Address Confidentiality Program): https://tea.texas.gov/About_TEA/Government_Relations_and_Legal/Address_Confidentiality_Program/

² Guidelines for the Care of Students With Food Allergies At-Risk for Anaphylaxis: https://www.dshs.texas.gov/uploadedFiles/Content/Prevention_and_Preparedness/school-health/SHAC/Guidelines-Food%20Allergy-Final.pdf

Exhibit A-Affidavit of Student Admission Information (for Student Living Separate and Apart from Parent or Guardian)

Notice to person enrolling the student: A person who knowingly falsifies information on a form required for a student's enrollment in a school district is liable to the district for tuition or other costs, as provided in Texas Education Code 25.001(h), if the student is not eligible for enrollment but is enrolled on the basis of the false information. In addition, presenting false information or false records is a criminal offense under Texas Penal Code 37.10.

Students meeting the definition of an unschooled asylee or refugee [see EKBA] are eligible for certain exemptions from state testing. If you are enrolling a student who meets the definition of an unschooled asylee or refugee, please provide information about that status to the administration.

Note: *Separate copies of this form should be completed and signed by the student's parent and by the adult with whom the student is residing in the District.*

My name is _____. I am over 18 years of age and am legally competent to testify. I have personal knowledge of the facts set forth herein, and they are true and correct.

_____ (name of student) seeks admission as a student to the Highland Park Independent School District.

The student is ____ years of age on September 1 of this scholastic year.

The student currently resides at:

The name and address of the parent or legal guardian of the student are:

My relationship to the student is: _____.

The student's presence in the Highland Park Independent School District is not for the primary purpose of participation in extracurricular activities. The student has established 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.

The student:

ADMISSIONS

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(EXHIBIT)

1. Has not engaged in conduct or misbehavior that has resulted in removal to a disciplinary alternative education program or expulsion within the preceding year;
2. Has not engaged in delinquent conduct or conduct in need of supervision and is not on probation or other conditional release for such conduct; and
3. Has not been convicted of a criminal offense and is not on probation or other conditional release.

Name of affiant (*print or type*): _____

Affiant's signature: _____

STATE OF TEXAS

COUNTY OF _____

BEFORE ME, _____ (*insert the name and character of the officer*), on this day personally appeared _____ (*name*), known to me (or proved to me on the oath of _____ or through _____ (*description of identity card or other document*)) to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he/she executed the same for the purposes and consideration therein expressed.

GIVEN under my hand and seal of office on this the ____ (*date*) day of _____ (*month*), ____ (*year*).

Notary Public, State of Texas

**Exhibit B-Affidavit of Student Admission Information (for Student
Residing with Parent, Guardian, or Other Person
Having Lawful Control of the Student Under Order of a Court)**

Notice to person enrolling the student: A person who knowingly falsifies information on a form required for a student's enrollment in a school district is liable to the district for tuition or other costs, as provided in Texas Education Code 25.001(h), if the student is not eligible for enrollment but is enrolled on the basis of the false information. In addition, presenting false information or false records is a criminal offense under Texas Penal Code 37.10.

Students meeting the definition of an unschooled asylee or refugee [see EKBA] are eligible for certain exemptions from state testing. If you are enrolling a student who meets the definition of an unschooled asylee or refugee, please provide information about that status to the administration.

Note: To be completed by the parent or guardian or other person having lawful control of the student.

My name is _____. I am over 18 years of age and am legally competent to testify. I have personal knowledge of the facts set forth herein, and they are true and correct.

_____ (*name of student*) seeks admission as a student to the Highland Park Independent School District.

The student is ____ years of age on September 1 of this scholastic year.

The student currently resides at:

The name and address in the District of the student's parent, legal guardian, or other person having lawful control of the student under order of a court:

The student (is) (is not) currently under an order for placement in an alternative education program or under an expulsion order. If the child is under any such order, please provide an explanation or a copy of the order.

ADMISSIONS

FD
(EXHIBIT)

Name of affiant (*print or type*): _____

Affiant's signature: _____

STATE OF TEXAS

COUNTY OF _____

BEFORE ME, _____ (*insert the name and character of the officer*), on this day personally appeared _____ (*name*), known to me (or proved to me on the oath of _____ or through _____ (*description of identity card or other document*)) to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he/she executed the same for the purposes and consideration therein expressed.

GIVEN under my hand and seal of office on this the ____ (*date*) day of _____ (*month*), _____ (*year*).

Notary Public, State of Texas

Exhibit C-Resolution of the Board Regarding Substantial Care by a Resident Grandparent

WHEREAS, Texas Education Code 25.001(b)(9) requires the District to admit a nonresident student into the District if the grandparent resides in the District and provides a substantial amount of after-school care for the student as determined by the Board,

NOW, THEREFORE, BE IT RESOLVED that for the purposes of admitting a student through grade eight under this provision, the Board of the Highland Park Independent School District defines a substantial amount of after-school care until at least 6 p.m. each school day for five days during the regular school week, including school breaks and summer;

BE IT FURTHER RESOLVED that the Board authorizes the Superintendent to waive the Board-adopted substantial care definition on the basis of a student's extenuating circumstances. For a student who does not meet the Board-adopted substantial-care definition above, the Superintendent will consider the following criteria, including but not limited to:

1. The number of hours in a typical school day the grandparent provides after-school care;
2. The number of days in a typical school week the grandparent provides after-school care;
3. The scheduling and commuting needs of the student's parent;
4. Any unique medical and/or developmental needs of the student; and
5. Any other relevant issues.

Adopted this ____ (date) day of _____ (month), ____ (year), by the Board.

Board President's signature: _____

Board Secretary's signature: _____

Exhibit D-Affidavit of Student Admission Information (for Nonresident Student in a Grandparent's After-School Care)

Notice to person enrolling the student: A person who knowingly falsifies information on a form required for a student's enrollment in a school district is liable to the district for tuition or other costs, as provided in Texas Education Code 25.001(h), if the student is not eligible for enrollment but is enrolled on the basis of the false information. In addition, presenting false information or false records is a criminal offense under Texas Penal Code 37.10.

Students meeting the definition of an unschooled asylee or refugee [see EKBA] are eligible for certain exemptions from state testing. If you are enrolling a student who meets the definition of an unschooled asylee or refugee, please provide information about that status to the administration.

Note: To be completed by the parent or guardian.

I am over 18 years of age and am legally competent to testify. I have personal knowledge of the facts set forth herein, and they are true and correct.

My name is _____ (name). I am the parent or legal guardian of _____ (name), for whom I am requesting admission to the Highland Park Independent School District under Education Code 25.001(b)(9).

This student and I reside at _____ in the _____ School District. My phone number is _____.

This student is _____ years of age on September 1 of this scholastic year and currently attends _____ in that district.

This student is in grade 8 or younger or is in grade 9 or older with extenuating circumstances to be considered on a case-by-case basis.

This student's grandparent, _____ (name), will provide my child after-school care as follows:

1. Actual hours per day: _____ a.m./p.m. to _____ a.m./p.m.
2. Number of school days per week: _____
3. Months that the student's grandparent will provide this care: _____

I agree to notify the Superintendent within three school days of any changes to the after-school care described above.

I (do) (do not) authorize the employees of the Highland Park Independent School District to contact the student's grandparent identified below for nonemergency purposes. Contact for emergency purposes will be as I have indicated on the District's Emergency Contact Information Card.

ADMISSIONS

FD
(EXHIBIT)

Name of affiant (*parent/guardian*)
(*print or type*):

Affiant's signature

Date

STATE OF TEXAS

COUNTY OF _____

BEFORE ME, _____ (*insert the name and character of the officer*), on this day personally appeared _____ (*name*), known to me (or proved to me on the oath of _____ or through _____ (*description of identity card or other document*)) to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he/she executed the same for the purposes and consideration therein expressed.

GIVEN under my hand and seal of office on this the ____ (*date*) day of _____ (*month*), ____ (*year*).

Notary Public, State of Texas

Note: To be completed by the grandparent who will provide after-school care.

I am over 18 years of age and am legally competent to testify. I have personal knowledge of the facts set forth herein, and they are true and correct.

1. My name is _____. I am the grandparent of this child.
2. I reside at _____ in the Highland Park Independent School District. My telephone number is _____.
3. I will assume responsibility for the supervision of this child for the purpose of providing after-school care as described above. I agree to notify the Superintendent within three school days of any changes to the after-school care described above.

Name of affiant (*grandparent*) (*print or type*)

Affiant's signature

Date

ADMISSIONS

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(EXHIBIT)

STATE OF TEXAS

COUNTY OF

BEFORE ME, _____ (*insert the name and character of the officer*), on
this day personally appeared _____ (*name*), known to me (or proved to me on
the oath of _____ or through _____ (*description of*
identity card or other document)) to be the person whose name is subscribed to the forego-
ing instrument and acknowledged to me that he/she executed the same for the purposes and
consideration therein expressed. GIVEN under my hand and seal of office on this the _____
(*date*) day of _____ (*month*), _____ (*year*).

Notary Public, State of Texas

Exhibit E-Letter Requesting Power of Attorney or Authorization Agreement

Date: _____

Dear parent/guardian:

I understand that you wish to have your child reside with an adult other than his or her parent, legal guardian, or managing conservator and attend school in the Highland Park Independent School District. The District requires that a Power of Attorney or an Authorization Agreement for a nonparent caregiver be provided, clarifying which adult will be responsible for your child.

For this purpose, two forms are referenced below:

- A sample Power of Attorney. [See Exhibit F] Please note that you are not required to use this particular sample, although it does contain those items the District requires to be included in a Power of Attorney. This Power of Attorney is revocable at any time, and the District should be notified within five days of such revocation. Also note that the duration of this Power of Attorney is for the current school year only.
- An [authorization agreement](#)¹ may be found on the Texas Department of Family and Protective Services website. An authorization agreement is revocable at any time. The District should be notified within five days of revocation, expiration, or any changes made to the authorization agreement.

If you have any questions, please do not hesitate to call the office of student and administrative services at 214-780-3015.

Sincerely,

HPISD Director of Student and Administrative Services

¹ Authorization Agreement for Voluntary Adult Caregiver form and instructions (under State of Texas forms): https://www.dfps.state.tx.us/site_map/forms.asp

ADMISSIONS

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(EXHIBIT)

Exhibit F-Power of Attorney for School-Related Matters

STATE OF TEXAS

COUNTY OF _____

KNOW ALL BY THESE PRESENTS:

That I, _____ (parent) of _____
(street address) _____ (city, state, zip), do hereby ap-
point _____ (name of attorney-in-fact) as my true and lawful at-
torney-in-fact for me and in my name, place, and stead to take any and all actions and exer-
cise any and all powers that I could take or exercise for the purpose of my child,
_____ (name), in attendance in the Highland Park Independent
School District as set forth below.

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 employees.
2. To examine and receive copies of the student's Highland Park Independent School Dis-
trict 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 other student travel.
4. To be notified concerning medical problems and to give consent for the care and treat-
ment 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 employ-
ees.
7. To perform any other duties, responsibilities, and privileges normally afforded to the par-
ents of students in the District.

I hereby ratify and confirm whatever such attorney-in-fact will and may do on behalf of the
student by virtue of this Power of Attorney. This Power of Attorney may be voluntarily revoked
in writing. A copy of any written revocation will be delivered to the Highland Park Independent
School District within five calendar days of revocation. I declare that all powers given to my
attorney-in-fact will be exercisable by my attorney-in-fact only for the 20____-20____ school
year, unless sooner revoked in writing.

IN WITNESS WHEREOF, I have hereunto set my hand this ____ (date) day of
____ (month), ____ (year).

Parent's signature: _____

ADMISSIONS

FD
(EXHIBIT)

STATE OF TEXAS

COUNTY OF _____

BEFORE ME, _____ (*insert the name and character of the officer*), on this day personally appeared _____ (*name*), known to me (or proved to me on the oath of _____ or through _____ (*description of identity card or other document*)) to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he/she executed the same for the purposes and consideration therein expressed.

GIVEN under my hand and seal of office on this the _____ (*date*) day of _____ (*month*), _____ (*year*).

Notary Public, State of Texas

Exhibit G-Notice of Revocation of Power of Attorney or Authorization Agreement

Note: A copy of your original Power of Attorney or Authorization Agreement must be submitted with this notice.

Date: _____

This notice is to inform the Highland Park Independent School District that the Power of Attorney or Authorization Agreement, attached, for _____ (*student's name*) has been revoked, effective _____ (*date*).

Parent's name (*print*): _____

Parent's signature: _____

Exhibit H-Request for Information on Military-Connected Students

Education Code 25.006 requires the District to collect data related to students with connections to the military to submit to the Texas Education Agency. Please complete the following form, sign at the bottom, and return to your child's school.

Student's name (*print*): _____

Student ID number: _____

(*Check all that apply*)

For students in kindergarten–grade 12:

- ☐ Student is a dependent of an active duty member of the U.S. military.
- ☐ Student is a dependent of a current member of the Texas National Guard.
- ☐ Student is a dependent of a current member of a reserve force in the U.S. military.
- ☐ Student is a dependent of a former member of one of the following:
 - ☐ U.S. military;
 - ☐ Texas National Guard (Army, Air Guard, or State Guard); or
 - ☐ A reserve force in the U.S. military.
- ☐ Student was a dependent of a member of the military or reserve force in the U.S. military who was killed in the line of duty.
- ☐ Student is not a military-connected student as defined above.

For prekindergarten students:

- ☐ A dependent of an active duty member of the armed forces of the United States including the state military forces or a reserve component of the armed forces who is ordered to active duty by proper authority.
- ☐ The child is a member of the armed forces of the United States including the state military forces or a reserve component of the armed forces who is injured or killed while serving on active duty.

Note: A student remains eligible for enrollment if the child's parent or guardian leaves the armed forces or is no longer on active duty after the child begins a prekindergarten class.

Parent's or guardian's signature: _____ Date: _____

Exhibit I-Parent Election Form for Student to Enroll in Prekindergarten or Kindergarten

Note to administrator: Subject to certain legal requirements, the parent or guardian of a child may make an election in writing to the District to request for the child to be enrolled in prekindergarten or kindergarten under certain circumstances. [See FD and EIE] The parent or guardian may submit a request form provided by TEA or this form provided by the District. If the District disagrees with the parent's or guardian's election, the District must take certain action required by law.

Note: As authorized by law, a parent or guardian may choose to enroll a child in prekindergarten or kindergarten if the child was eligible for enrollment the previous school year but did not enroll and has not yet enrolled, respectively, in kindergarten or first grade for the upcoming school year. The parent or guardian must make the election in writing. If the District does not agree with a parent's or guardian's election, then the District will convene a retention committee to meet with the parent or guardian either in person or through an alternative means agreeable to the parent or guardian.

The District retention committee will discuss the merits of and/or concerns with the parent's or guardian's enrollment election, and review and consider any available academic information.

If the parent or guardian does not meet with the committee, the student will be enrolled in accordance with the student's eligibility under law and local policy for regular admissions. After participating in the committee meeting, the parent or guardian may decide whether to keep or change the original selection of enrollment for the student. The District will abide by the parent's or guardian's final decision. Please contact the campus principal with any questions.

As authorized by state law, I, _____, (*print parent or guardian name*) hereby request that my child _____ (*print name of child*):

Please check one of the following.

- ☐ Be enrolled in prekindergarten because my child was eligible to enroll in prekindergarten last school year under Education Code 29.153(b) and has not yet been enrolled in kindergarten
- ☐ Be enrolled in kindergarten because my child was eligible to enroll in kindergarten last school year and has not yet been enrolled in first grade

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Current campus, if applicable: _____

Parent's or guardian's printed name: _____

Parent's or guardian's relationship to
the child: _____

Parent or guardian signature: _____

Date: _____

For District's Internal Use Only

District granted request without disagreement:	☐ Yes (If District grants the request, no further action is necessary.) ☐ No (If District disagrees with the request, refer to campus retention committee.)
Date and method of parent/guardian notification about retention committee meeting:	
Date of the meeting:	
Parent/guardian attended meeting:	☐ Yes ☐ No
Grade level placement recommended by retention committee:	
Parent/guardian agreement with retention committee recommendation:	☐ Yes ☐ No
Final enrollment action by the District after retention committee meeting:	

Exhibit J-Sample District Response Form to Parent Request to Enroll Student in Prekindergarten and Kindergarten

Note to Administrator: This form is not required by law but may be modified for use by a campus administrator whenever a retention committee has been convened as required by law because the District is concerned about a parent's or guardian's election [see FD(EXHIBIT)—I] to enroll a child in prekindergarten or kindergarten instead of, respectively, kindergarten or first grade. After participating in the committee meeting and discussion, the parent or guardian is authorized by law to decide whether to enroll the student in the grade level originally elected on the selection form and the District must abide by the parent's or guardian's final decision. If the parent or guardian does not meet with the retention committee as requested, the District will enroll the child in accordance with the student's eligibility under law and local policy for regular admissions. If the District has no objections to the parent's or guardian's election for enrollment, a retention committee is not required, and this form will not be necessary.

Date: _____

Dear parent or guardian of _____ (*insert child's name*):

We received your request to enroll your child in: (*check one*)

- ☐ Prekindergarten
☐ Kindergarten

Instead of: (*check one*)

- ☐ Kindergarten
☐ First grade

We have concerns about your request. Therefore, as required by law, we are convening a retention committee to review your request. We would like to meet with you on _____ (*date*) at _____ (*location*) beginning at _____ (*time*).

If this does not work for you, please contact us to reschedule this meeting or make alternative meeting arrangements.

The retention committee will be composed of the following individuals as required by law:

- You, the student's parent or guardian, or other parent or guardian;
- The principal or the principal's designee: _____; and
- The teacher who taught the grade in which the parent wants the student enrolled:
(*check one*)
 - ☐ Prekindergarten
 - ☐ Kindergarten

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The retention committee will address the following topics as required by law:

- Discuss the merits of and concerns with retention in: *(check one)*
 - ☐ Prekindergarten
 - ☐ Kindergarten
- Review and consider any available academic information to determine the student's academic readiness for the next grade of: *(check one)*
 - ☐ Kindergarten
 - ☐ First grade

You will have the opportunity after you have participated in this meeting to decide whether you wish to enroll your child in the grade you have selected for your child. The District must abide by your decision at that time. If you do not meet with the District as requested, the District will enroll the child in accordance with the student's eligibility under law and local policy for regular admissions.

Please do not hesitate to contact the campus principal with any questions.

Sincerely,

Principal, _____ Elementary School

Exhibit K-Residency Affidavit for Landlord/Shared Tenancies

Notice to person enrolling the student: A person who knowingly falsifies information on a form required for a student's enrollment in a school district is liable to the district for tuition or other costs, as provided in Texas Education Code 25.001(h), if the student is not eligible for enrollment but is enrolled on the basis of the false information. In addition, presenting false information or false records is a criminal offense under Texas Penal Code 37.10.

Any person attempting to enroll a child in the Highland Park Independent School District who cannot produce a property deed or lease or qualify as homeless under the McKinney-Vento Act must ask the owner or lessee of the property where the person lives to complete and sign this affidavit.

Please attach to the affidavit the required documentation.

- It is the responsibility of the person seeking to enroll the child (not the person who completes this affidavit) to attach the following: 1) a copy of his/her driver's license at this address and 2) a record of the recent rent payment, unless this affidavit affirms that the payment of rent is not required.
- It is the responsibility of the person completing the affidavit to attach the following: 1) copy of closing statement, deed or lease, 2) copy of the most recent water or electric bill, and 3) copy of driver's license.

Please complete the items below and sign in the presence of a notary.

My name is _____

and I hereby swear and affirm as follows:

I am the owner/lessee of property located at _____

in the city of _____ and within the Highland Park ISD (the Premises).

ALTERNATIVE "A"

_____, who is the parent or legal guardian of

_____, leases or subleases the Premises

from me as his or her primary, physical place of residence without a written lease, in a tenancy at-will, from month-to-month, and (*initial one of the following*):

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_____ I have received rental payment from the parent or guardian named above within the last thirty (30) days for the lease or sublease of the Premises.

OR

_____ The parent or guardian named above resides at the Premises with no payment of rent.

ALTERNATIVE "B"

_____, who is the parent or legal guardian of _____, resides with me at the Premises as his or her primary, physical place of residence.

ADDITIONAL ACKNOWLEDGMENTS

Parent/ Guardian Initials	Home- owner Initials	Before the undersigned officer, and being first duly sworn, I affirm and state the following:
		I hereby grant permission to disclose the information in this affidavit to HPISD.
		I understand that a person who knowingly falsifies information on a form required for a student's enrollment in the District is liable to the District for tuition or other costs, as provided in Education Code 25.001(h), if the student is not eligible for enrollment but is enrolled on the basis of false information. In addition, presenting false information or false records is a criminal offense under Penal Code 37.10.
		I acknowledge that I must notify Highland Park ISD within fourteen days if the residency information stated on this affidavit changes.
		I acknowledge knowing that the information contained in this affidavit is subject to verification by the District. Furthermore, I acknowledge that a representative of Highland Park ISD may visit my home to verify residency.
		I acknowledge that this affidavit is effective for the 20____ - 20____ school year only and must be renewed annually.

Name of Affiant (print or type): _____

Affiant's signature: _____

Date: _____

ADMISSIONS

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(EXHIBIT)

STATE OF TEXAS

COUNTY OF _____

BEFORE ME, _____ (*insert the name and character of the officer*), this day personally appeared _____ (*name*), known to me or proved to me on the oath of _____ or through _____ (*description of identity card or other document*) to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he/she executed the same for the purposes and consideration therein expressed.

GIVEN under my hand and seal of office on this the ____ (*date*) day of _____ (*month*), ____ (*year*).

Notary Public, State of Texas

Highland Park ISD-Dallas County
057911

ADMISSIONS

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(EXHIBIT)

Exhibit L-Supplemental Enrollment Information Form

Notice to person enrolling the student: A person who knowingly falsifies information on a form required for a student's enrollment in a school district is liable to the district for tuition or other costs, as provided in Texas Education Code 25.001(h), if the student is not eligible for enrollment but is enrolled on the basis of the false information. In addition, presenting false information or false records is a criminal offense under Texas Penal Code 37.10.

Instructions for filling out this form:

1. **A form must be completed for each child sought to be enrolled.**
2. **The form must be notarized.**
3. **All required documentation must be attached.**

Note: A person "resides" at the true, primary, physical place where they live with the intent to remain for a considerable amount of time. 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.

1. The full legal name of the child seeking admission as a student to the Highland Park Independent School District is _____.
2. The child is (will be) _____ years old on September 1 of this school year.
3. Admission as a student to the HPISD is being sought for the child in the public free school of the district.
4. The basis for admission is (choose all that are applicable)
[] The child resides in the boundaries of HPISD.
[] The parent(s) resides in the boundaries of HPISD. Attach a copy of the parent's current driver's license and one other form of proof that the parent(s) reside in the District (i.e. utility bill).
[] Other. Please explain.

5. The child resides at the following address:

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(EXHIBIT)

6. The parent(s) reside at the following address(es):

Father:

Mother:

If you are the parent of the student and you are divorced from the student's other parent, please check the following statement which is applicable:

- ☐ I am the sole managing conservator of the student. (Attach the pages of most current court order establishing this fact, the pages describing the duties and responsibilities of all conservators, and the page signed by judge.)
- ☐ I am the possessory conservator. (Attach the pages of the most current court order establishing this fact, the pages describing the duties and responsibilities of all conservators, and the page signed by the judge.)
- ☐ I am a joint managing conservator. (Attach the pages of the most current court order establishing this fact, the pages describing the duties and responsibilities of all conservators, and the page signed by judge.)
- ☐ None of the above. Please explain the basis for enrollment. (Attach additional sheets if necessary).

7. The relationship of the Affiant and the child seeking enrollment is:
(Please check the one that is true):

- ☐ I am the child's natural parent. (Attach copy of child's birth certificate.)
- ☐ I am the child's adoptive parent. (Attach copy of adoption papers signed by judge.)
- ☐ I am the child's legal guardian. (Attach court order signed by judge.)
- ☐ I am the child's foster parent. (Attach court order signed by judge.)
- ☐ I am not the parents, legal guardian or foster parents of the child, but have legal control over the child by court order. (Attach court order signed by judge.)
- ☐ The child is a foreign exchange student and I am the child's host family.
- ☐ None of the above. Please explain in detail below why the child resides with you and your relationship to the child. (Attach additional sheets if necessary.).

ADMISSIONS

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The Affiant resides at the following address: _____

8. If the child has established a residence separate and apart from the child's parent, guardian, or other person having lawful control of the child under a court order, state the detailed reasons why. (Attach additional sheets if necessary.):

The Affiant represents that the child's presence in HPISD separate and apart from the child's parent, guardian or other person having lawful control under a court order is not for the primary purpose of participation in extracurricular activities. The Superintendent's designee shall make the final determination of whether the child's presence in the District is primarily for the purpose of participation in extracurricular activities.

I understand that the District requires a special power of attorney to be executed by the child's parent or guardian assigning responsibility for the child in all school-related activities to an adult resident of the District if the child is living in the District separate and apart from the child's parent, guardian or other person having lawful control under a court order.

During the preceding calendar year, the child was not placed in a disciplinary alternative education program or expelled.

The child is not currently under alternative education placement or threat of expulsion.

The child is not on probation or conditional release for delinquent conduct or conduct indicating the need for supervision or on probation following a conviction for a criminal offense.

9. I understand that the law permits school districts such as HPISD to require evidence that a person is eligible to attend the public schools of the District and that the law requires that school districts establish minimum proof of residency requirements. I understand that after reviewing this form and the documents provided, HPISD has the right to request additional information and documentation from me related to proof of residency.

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10. This affidavit is effective for the 20__ - 20__ school year only.

STATE OF TEXAS

COUNTY OF _____

BEFORE ME, _____ (*insert the name and character of the officer*), this day personally appeared _____ (*name*), known to me or proved to me on the oath of _____ or through _____ (*description of identity card or other document*) to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he/she executed the same for the purposes and consideration therein expressed.

GIVEN under my hand and seal of office on this the ____ (*date*) day of _____ (*month*), ____ (*year*).

Notary Public, State of Texas

Exhibit M-Residency Investigation Procedure for Enrollment

1. Generally, if a child **or** either of the child's parents resides within the boundaries of the Highland Park Independent School District, the child is eligible to be enrolled in the District's schools. The Supplemental Enrollment Information Form (FD-Exhibit L) is designed to gather information and documentation to assist the District in determining if the child is eligible for enrollment.

2. For the purposes of school enrollment, a person resides at the true, primary, physical place where they live with the intent to remain for a considerable amount of time. 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. A temporary absence from the District may or may not result in a change in residency status. Generally the longer a person expects to live outside the District, the more likely it will result in a determination that the person resides outside of the District. Each case must be determined by its specific facts. Please refer to policies FD(LEGAL), FD(LOCAL) and FD(REGULATION) for further information and guidance.

3. The parent (or other person) attempting to enroll the child must fill out the Supplemental Enrollment Information Form (FD-Exhibit L) attaching the appropriate documentation requested on the form. The form must be notarized. A form must be filled out separately for each child.

4. The principal or the principal's designee should review the form and documentation to make sure that the form is complete and all information has been provided. If documentation is missing, the parent should be contacted and the documentation obtained. Some information requested on the form may not be applicable to the particular situation.

5. If it appears from the information and documentation provided that the child **or** one of the child's parents resides within HPISD, then no more investigation is necessary, unless additional information exists that indicates that the parents and child do not actually reside within the District. If this is the situation, then central office should be notified. (First, see #7 – 9 below.)

6. If it appears from the information and the documentation provided that **neither** the child nor a parent resides in the District, the child could still be eligible for enrollment but further investigation is needed. If the grandparents of the child reside in the District, and the grandparent "provides a substantial amount of after-school care" for the child, then the child is eligible for enrollment. FD(Regulation) defines "substantial amount of after-school care." The Affidavit of Student Admission Information for Nonresident Student in Grandparent's After-School Care (FD-Exhibit D) is designed to elicit this information. If this situation arises, central office should be notified.

7. If from the documentation provided it does not appear that the parents or the child or the grandparents of the child live within HPISD, then enrollment should be denied pending the receipt of additional information proving residency.

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8. If the parents are divorced, the documentation provided should include a copy of the divorce decree setting forth the custody rights. If the documentation is not included, it should be obtained from the parents.

9. The divorce decree and the information provided by the parent on the Supplemental Enrollment Information Form should be reviewed to make sure the information on the form and the decree are consistent. If the custody information in the divorce decree is not consistent with the information provided by the parent on the form, the other parent should be contacted to determine whether the current custody arrangement is consistent with the divorce decree. The parent providing the information should also be contacted to determine whether in fact the information provided is inconsistent. It may have simply been a mistake.

One important fact to look for is whether one of the parent's parental rights has been terminated. This is an extraordinary action and it will be the rare case where this has occurred. But if it has occurred, the person is no longer considered the "parent" of the child and the residence of the person is irrelevant.

If the inconsistency cannot be resolved, then central office should be notified.

10. If the custody information on the form and the decree are consistent, a determination needs to be made whether the child or one of the parents resides in the HPISD as set forth above. The parent with "custody" of the child (the "Managing Conservator") does not have to reside in the District for the child to be eligible for enrollment. If the parent who only has visitation rights (the "Possessory Conservator") resides in the District, then child is eligible for enrollment. But if the child lives outside the District, the parent residing in the District must be either the sole managing conservator, a joint managing conservator or the possessory conservator of the child in order for the child to attend the District's schools.

11. If the information and documentation provided indicate that a child sought to be enrolled is a minor living separate and apart from the child's parents, legal guardian or other person having lawful control of the child under a court order, then additional steps have to be taken. Generally, central office should be notified if this situation arises.

Minors who have established separate residences within the District may be eligible for enrollment in the District's schools provided that it is established that the person's presence in the District is not for the primary purpose of participation in extracurricular activities. The District retains the right to make the final determination on this issue.

The District is not required to admit minors with separate residences within the District if the child has (i) engaged in conduct or misbehavior within the preceding year that has resulted in removal to a disciplinary alternative education program or expulsion; (ii) engaged in delinquent conduct or conduct in need of supervision and is in probation or other conditional release for that conduct; or, (iii) has been convicted of a criminal offense and is on probation or other conditional release.

12. If it appears that a valid separate residence has been established, the District requires that the child's parent, guardian or other person having lawful control over the child under a court order execute a Power of Attorney for School-Related Matters. (See FD-Exhibit F). The power of attorney must grant an adult resident of the District authority to deal with

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school-related matters. This person will generally be the person with whom the child is residing.

13. Other situations will arise that do not fall within the above-described procedure. Most of these will be fairly unusual and probably would require an inquiry to the central office.