

GUARDIANSHIP BY POWER OF ATTORNEY PROCESS

PLEASE READ ALL OF THIS PACKET PRIOR TO COMPLETION.

THIS PROCESS IS TO BE COMPLETED PRIOR TO ENROLLMENT. THE CAMPUS CANNOT ENROLL THE STUDENT WITHOUT AN APPROVED PACKET.

FAILURE TO FOLLOW DIRECTIONS WILL RESULT IN NON-APPROVAL OR A DELAY IN PROCESSING.

- PRINT PACKET ONE-SIDED ON LETTER SIZE PAPER.
- DO NOT SUBMIT PARTIAL PACKETS. YOU MUST SUBMIT ALL OF THE ITEMS LISTED ON THE THIRD PAGE. OUR OFFICE CANNOT SEE WHAT DOCUMENTS YOU MAY HAVE GIVEN TO THE SCHOOL OR WHAT YOU MAY HAVE UPLOADED IN SKYWARD.
- DO NOT SUBMIT ORIGINAL DOCUMENTS THAT YOU NEED BACK. SUBMIT COPIES. ALL DOCUMENTS MUST BE COPIED ONE-SIDED.
- COPIES, ENVELOPES, AND/OR NOTARY SERVICE WILL NOT BE AVAILABLE AT PEARLAND ISD.
- SUBMIT THE FULLY COMPLETED NOTARIZED FORMS AND ALL REQUIRED ITEMS IN A SEALED PACKET TO PEARLAND ISD IN THE LOBBY AT 1928 N MAIN ST. IN THE “GUARDIANSHIP” TRAY.
- STUDENTS ENROLLED UNDER GUARDIANSHIP BY POWER OF ATTORNEY MAY BE RESTRICTED FROM COMPETITION UNDER UIL RULES.
- GUARDIAN WILL BE CONTACTED WHEN THE PACKET IS PROCESSED. PACKETS WILL BE SCANNED TO THE CAMPUS AFTER PROCESSING.

**PACKETS FOR A NEW SCHOOL YEAR WILL BE
ACCEPTED STARTING THE LAST WEEK OF JULY.**

REQUIREMENTS FOR GUARDIANSHIP BY POWER OF ATTORNEY

A court ordered legal guardian who the student lives with in Pearland ISD may enroll the student the same as a parent would, by providing the court order from a judge appointing them as a conservator or permanent legal guardian who has rights to determine residence of the student, and providing the other enrollment requirements. They will not need this process.

This process is for students who reside in someone else's home full time, separate and apart from their parent named on their birth certificate or apart from their legal guardian who is appointed on a court order as the legal guardian. There are eligibility requirements that the student must meet for this process. Certain disciplinary records, court records, or truancy may make a student ineligible.

The student is required to live with the Pearland ISD guardian in the guardian's home full-time at the time of application, sleep there each night and go to school from that home each day for the duration of the enrollment. The Pearland ISD guardian will be considered the parent for the student and will be responsible for all matters pertaining to the student from enrollment to withdrawal, including but not limited to, attendance, punctuality, discipline, teacher meetings, transportation issues, illness, medical treatment, absence notes, truancy, grade reporting, student's class work, emergency notification, fees, fines, memberships and obtaining permission to attend field trips and other activities of the district. The parent will not manage the student.

Pearland ISD will verify the residence of students on guardianship. Pearland ISD must be notified immediately if the student moves from the guardian's home. It is a violation of Texas Education Code 25.001(h) and Texas Penal Code 37.10 for a person to falsify information on records for school enrollment. Any student found to be falsely enrolled will be immediately withdrawn and all parties will receive a fine for the period of ineligible enrollment. Violation of Texas Penal Code 37.10 also carries penalty under Texas law which Pearland ISD may pursue.

This guardianship may be revoked at any time by the parent named on the birth certificate of the student who has parental rights, a student's legal guardian with a court order who has rights to determine residence, or the guardian for school purposes. Any of those parties may revoke the guardianship by a notarized written statement when they withdraw the student.

Students enrolled under guardianship by power of attorney may be restricted by UIL rules for competition in sports or other extracurricular activities that are governed by UIL.

Who can complete a power of attorney to assign guardianship of a child to someone else?

- The parent named on the student's birth certificate who has parental rights. In the case of divorce, the parent named in a divorce decree who has the right to determine residence and make educational decisions may assign guardianship to someone else.
- A person who is named on a court order as a legal guardian or has conservatorship of the child that includes the right to determine residence and make educational decisions. That person must provide the court order showing their rights.

ITEMS REQUIRED FOR GUARDIANSHIP PROCESSING

All of the following items/records are required to process guardianship. Do not submit incomplete packets.

- Notarized power of attorney from the parent on the student's birth certificate or from a person who is the court appointed legal guardian of the student if a legal guardian is appointing guardianship to someone else. Legal guardians must provide the court order appointing them as legal guardian with rights to determine residence. (POA next 2 pages)
- Notarized application from the proposed Pearland ISD guardian to become the guardian for school purposes. To be completed by the PISD guardian, not the parent. (last 4 pages)
- Residence documentation for the guardian who the student lives with full time in Pearland ISD, in the guardian's name and address, includes all three items:
 - Deed or current lease (may use current tax record for deed)
(Student must be listed as an occupant for multi family dwelling lease)
 - Current electric, gas, or water bill
 - Current Texas driver license or ID
- Student Records:
 - Legal birth certificate from Bureau of Vital Statistics (showing person giving guardianship of student as parent)
 - Court order if a legal guardian is giving guardianship to another person
 - Immunization record
 - At the start of a new school year, the final report card from the previous school year is required (and transcript for students with credits from outside Texas Public Schools). Withdrawal sheet is required from previous school for enrollment during a school year (and transcript for students with credits outside Texas Public Schools).
 - Detailed discipline record for all of the current school year and all of the previous school year for all schools attended during that timeframe.
 - Attendance record, including punctuality for all of the current school year and all of the previous school year for all schools attended during that timeframe.

The following pages include:

- Two-page limited power of attorney to be completed and notarized from the parent on the student's birth certificate or from a court appointed legal guardian of the student if a legal guardian is assigning guardianship to someone else.
- Four-page application to become the PISD guardian for school purposes, to be completed and notarized from the proposed PISD guardian. Not to be completed by the parent.

LIMITED POWER OF ATTORNEY

APPOINTMENT OF ADULT RESIDENT TO ACT FOR PARENT(S) FOR PURPOSES OF CONSENT WHEN CHILD(REN) LIVE(S) SEPARATE AND APART FROM PARENTS

This document is a legal statement that my child does not reside in my home, but resides full-time with someone other than a parent, or legal guardian appointed by a court. This document, for school purposes, will assign normal parental duties to someone other than a parent. That person will be considered the parent by the District and will be the contact for all school matters. I understand that the parent or legal guardian will not manage the student. I understand that this is not a grant of legal guardianship, which may be granted only by a court of law.

I understand that this is a sworn statement of residence and that anytime this residence ceases, I am responsible to report that to Pearland ISD. I further declare that this residence is full-time and any violation of that will result in immediate withdrawal of the student. I am aware that a person who knowingly falsifies information on a form required for a student's enrollment in the District shall be liable to the District for full tuition if the student is not eligible for enrollment. I am aware that presenting a false document or record is in violation to the Texas Education Code 25.001(h) and Texas Penal Code 37.10 and may be prosecuted to the full extent of the law by Pearland ISD. I understand that Pearland ISD reserves the right to investigate claims of residence under the Pearland ISD Administrative Guidelines.

*Fill in below, name of parent on birth certificate of student, or name of court appointed legal guardian if that person is giving guardianship to someone else:

*Name: _____

Address: _____
Street City State Zip

Telephone: _____
Home Work

This document applies to my following minor child(ren)/ward(s):

_____ Name	_____ Relationship to me	_____ Age	_____ Date of Birth
_____ Name	_____ Relationship to me	_____ Age	_____ Date of Birth
_____ Name	_____ Relationship to me	_____ Age	_____ Date of Birth

If permission is granted by the Board of Trustees, to permit the above-named minor(s) to attend the Pearland Independent School District, I consent to have my child(ren)/ward(s) live **fulltime separate and apart from his or her parent(s)/guardian(s)** in the home of the person shown below.

I hereby appoint as guardian of my child/ward:

Name of PISD guardian my child resides with: _____
who is an adult resident of the Pearland Independent School District, as my attorney, to house full-time, provide for and act as the parent for my child, with full power and authority concerning my child(ren)/ward(s) in any and all school-related matters. I understand that the parent or legal guardian will not manage the student's matters while enrolled under guardianship by power of attorney. I agree that this power of attorney may be voluntarily revoked alone by written notarized revocation filed with the Superintendent of Schools. By my signature hereto, under the authority of the Texas Family code, Section 35.01, I hereby give authority to the forenamed adult resident to consent to medical treatment for the forenamed minor(s) and manage all school matters. I hereby agree to waive all claims and hold harmless the Pearland Independent School District, its officers, and employees from all claims arising from their reliance on this consent form.

What is the legal relationship of the PISD guardian to the child: _____
My child resides full-time in the guardian's home at:

Address: _____
Street City State Zip

Guardian's Telephone: _____
Home Work

SIGNED this _____ day of _____, 20____ AD

Signature of Parent giving consent Signature of Parent (if 2 parents giving consent)

STATE OF _____

COUNTY OF _____

SWORN TO and subscribed before me by _____, (the parent being notarized) who is known to me by _____ (what legal ID and #, or personal knowledge). Individual did hereby acknowledge to me that he/she executed this instrument truthfully for the purposes and consideration therein expressed.

GIVEN UNDER MY HAND, and seal of office:

this _____ day of _____, 20____ AD.

Signature of Notary Public

APPLICATION TO BECOME A STUDENT'S GUARDIAN FOR SCHOOL PURPOSES

To be completed by the Pearland ISD guardian appointed, not by the parent.

Requirements: The student must have already moved to the guardian's home full-time, separate and apart from their parent or from a legal guardian who is appointed by a court order. The student must sleep in the guardian's home each night and go to school from that home each day. The guardian will be fully responsible for the student and manage the student as though they are the parent. The guardian will be the contact for the student. The parent will not manage the student.

This is a notarized sworn statement acknowledged by law. Anyone who knowingly falsifies this statement is in violation of the Texas Penal Code 37.10 and is subject to prosecution thereof.

Fully complete the form below. N/A is not an acceptable response. All questions must be completed with no blank spaces. Failure to fully complete the form will result in non-approval or delayed processing.

1. Student name on birth certificate: _____

2. Student date of birth: _____ 3. Student grade level: _____

4. School last attended by student: _____

5. What district is that school in: _____

6. Mother named on birth certificate: _____

7. Mother's current **full** address: _____

8. Father named on birth certificate: _____

9. Father's current **full** address: _____

10. Does the student have a court appointed legal guardian under a court order? YES NO

If yes, who is the legal guardian? _____

11. Who is the person appointed by notarized power of attorney as guardian for school purposes that the student resides with full-time in Pearland ISD?

12. What is the legal relationship of that person to the student?

13. What is the address where the student and district guardian reside full-time?

14. What is the **email address** and **phone number** of the district guardian?

15. As the person named as guardian for school purposes, I acknowledge that I will be responsible for all matters for the student including, but not limited to: attendance, punctuality, discipline, teacher meetings, transportation issues, illness, medical treatment, absence notes, truancy, grade reporting, student's class work, emergency notification, fees, fines, memberships and obtaining permission to attend field trips and other activities of the district.

Acknowledge - circle one:

YES

NO

16. Date student moved to my home full time: _____

17. Reason student resides in my home and not with the parent or legal guardian. (Does not include "moved to my house", "always has", "wants to", "personal" etc. Must state **why** the student does not live with the parent or their court appointed legal guardian):

18. Does the student intend to remain in Pearland ISD: temporarily indefinitely

If temporarily, give time frame: _____

19. Do the parent(s), legal guardian(s) contribute to the support of the student?

YES

NO

20. Does the guardian for school purposes pay the major portion of the support of the student?

YES

NO

21. Where will the student reside after completing the school year at Pearland ISD?

22. Are there any future plans as to where the student and the parent(s) or legal guardian(s) shall live?

YES

NO

If yes, state plans _____

23. Is the student residing in Pearland ISD for the primary purpose of participating in extracurricular activities?

YES

NO

If yes, explain:

24. Has the student engaged in conduct or misbehavior within the preceding year that has resulted in either removal to an alternative education program or expulsion?

☐ Yes

☐ No (go to next question)

If the answer is yes, explain the misconduct, the disciplinary consequences, the term of the removal or expulsion (including exact dates) and the name of the school district imposing the discipline.

Misconduct: _____

Consequence: _____

Dates: _____ School District: _____

25. Has the student engaged in delinquent conduct or conduct in need of supervision and been placed on probation, community supervision or other conditional release (fines, community service, mandatory counseling/classes, etc.) for that conduct?

☐ Yes

☐ No (go to next question)

If the answer is yes, explain the conduct, the date the conduct occurred, and the term of the probation, community supervision or other conditional release. Also include the name and telephone number of the probation officer, supervisor or other officer overseeing the student during the period of probation, community supervision or other conditional release.

Conduct: _____

Date: _____ Term: _____

Probation Officer: _____ Phone: _____

26. Has the student been convicted of a criminal offense and been placed on probation, community supervision or other conditional release (fines, community service, mandatory counseling/classes, etc.) for that conduct?

☐ Yes

☐ No (continue)

If the answer is yes, explain the offense convicted of, the date of the conviction and the term of the probation, community supervision or other conditional release. Also, include the name and telephone number of the probation officer, supervisor or other officer overseeing the student during the period of probation, community supervision or other conditional release.

Offense: _____

Date: _____ Term: _____

Probation Officer: _____ Phone: _____

Assumption of Parental Responsibility Agreement and Acknowledgements

I/We, the person(s) specified in question 11 of the foregoing application of the student, (student name) _____, hereby swear or affirm that every statement contained in the foregoing application is true and correct. I/We further agree to assume the obligations of parent(s) of said student insofar as Pearland ISD is concerned, while student is a minor and is attending schools in Pearland ISD under our guardianship and do hereby agree to be responsible for all matters stated in said question 15 of this application. I am aware that the student must be a full-time resident in my home to be considered a resident of Pearland ISD and that any violation of this policy will result in immediate withdrawal of the student. I am aware that if this student moves from my home, I am responsible to immediately report this to Pearland ISD. I acknowledge that Pearland ISD has a right to investigate claims of residence by observing the residence as well as verification with a landlord. I am aware that a person who knowingly falsifies information on a form required for a student's enrollment in the District shall be liable to the District for full tuition (\$50 per day of enrollment) if the student is not eligible for enrollment. I am aware that presenting a false document or record for enrollment is in violation to Texas Education Code 25.001(h) and Texas Penal Code 37.10 which is a Class A misdemeanor, unless the actor's intent is to defraud or harm another, in which event the offense may be a felony and punishable by a fine up to \$10,000 and/or 2 years prison, which could be prosecuted to the full extent of the law by Pearland ISD.

Signature of guardian for school purpose

date

Signature of guardian for school purpose (if 2 guardians)

date

THE STATE OF TEXAS

THE COUNTY OF _____

SWORN TO and subscribed before me by _____, (the guardian being notarized) who is known to me by _____ (what legal ID and #, or personal knowledge). Individual did hereby acknowledge to me that he/she executed this instrument truthfully for the purposes and consideration therein expressed.

GIVEN UNDER MY HAND, and seal of office:

this _____ day of _____, 20____ AD

Signature of Notary Public