

Victoria ISD
235902

ADMISSIONS

FD-R
(EXHIBIT)

See the following pages for forms relating to student enrollment:

Exhibit A (all 5 pages must be completed for document to become effective):

Authorization Agreement For Non-Parent Relative Or Voluntary
Caregiver– 3 Pages

And

Power of Attorney for Temporary Care of a Child – 2 pages

Exhibit B:

Admission under Texas Education Code 25.001(b)(9): Nonresident Student in
Grandparent Before/After-school Care – 1 page

Exhibit C:

Determination of Residency (the parent and student are residing in resident's
home) –2 pages

DATE ISSUED: 1/18/2010
DATE REVIEWED: 7/22/2013



AUTHORIZATION AGREEMENT FOR NON-PARENT RELATIVE OR VOLUNTARY CAREGIVER

ADMISSIONS: FD-R (Exhibit A) August 1, 2013-July 31, 2014

1. Is the student _____ new to the district? Yes No
(minor child's name)

a. If yes, has the student engaged in conduct or misbehavior within the proceeding year that has resulted in:

i. (a) removal to an alternative education program (AEP)? Yes No

ii. (b) expulsion? Yes No

b. **NOTE:** Students transferring into the District living apart from the parent, legal guardian or court ordered conservator and who have engaged in conduct that resulted in any of the consequences found in Education Code 25.001 (a),(b),(d) **shall not be** permitted to attend a VISD School. Reference Board Policy FD (LEGAL).

2. To the best of your knowledge:

a. THERE IS **NO COURT INVOLVEMENT** WITH THIS CHILD (all of the following statements must apply):

i. There is no court order or pending suit affecting the parent-child relationship concerning this child.

ii. There is no pending litigation in any court concerning custody, possession, or placement of the child or access to or visitation with the child.

iii. The court does not have continuing jurisdiction concerning this child.

b. THIS CHILD HAS BEEN THE **SUBJECT OF A COURT ACTION** (The court with continuing jurisdiction concerning this child has given written approval for the execution of the authorization agreement accompanied by the following information):

i. The county in which the court is located _____;

ii. The number of the court _____; and

iii. The cause number _____ in which the order was issued or the litigation is pending.

iv. PLEASE STAPLE A COPY OF THE COURT'S ORDER TO THIS AGREEMENT.

3. If the parent/legal guardian/court-ordered conservator is not present, the applicant (hereinafter sometimes referred to as the caregiver) must have or be able to obtain **within 7 calendar days**, a notarized Power of Attorney (POA) from the parent/legal guardian/court-ordered conservator giving the caregiver authority to enroll the child and/or make educational decisions regarding the child. [Ask the person if they have contact with the parent/legal guardian/court-ordered conservator and could obtain a signature on a document giving the caregiver the authority to enroll the child. Provide the person with a copy of the "Power of Attorney for Temporary Care of a Child".]

4. Make a **photo copy** of the driver's license, DPS ID card, or any government issued **picture ID card** belonging to the parent/legal guardian/court-ordered conservator **AND** person/caregiver who are enrolling the child.

5. **Caregiver must sign the statement below before proceeding any further:**

I understand that if I take on this responsibility for the student who is the subject of this application, I become responsible for said minor child's attendance, grades and behavior, and in the event action must be taken in the future for failure to comply with state compulsory attendance requirements, I may be liable for any resulting misdemeanor charges and fines issued by the appropriate courts just as if I were the parent/legal guardian/court-ordered conservator.

Signature of applying caregiver: _____ Date: _____

6. Does the child **live with the caregiver on a full-time basis**? Yes No



AUTHORIZATION AGREEMENT FOR NON-PARENT RELATIVE OR VOLUNTARY CAREGIVER

ADMISSIONS: FD-R (Exhibit A) August 1, 2013-July 31, 2014

Student's Name: _____

7. When and for what reason did the child start residing with the caregiver? (Please be brief.) Date: _____
Reason: _____

8. How long does the minor child intend to remain with the caregiver? _____

9. Does the parent/legal guardian provide financial support to you for this student? None Some All

10. **Temporary care-giving authority regarding the minor child is being given to myself (the caregiver) because of the following type of personal hardship: (Important Note: This hardship and completion of this application do not automatically allow for the child to attend the caregiver's neighborhood school.)**

- the serious illness or incarceration of a parent/legal guardian/court-ordered conservator;
- the physical or mental condition of the parent/legal guardian/court-ordered conservator (or the child) is such that care and supervision of the child cannot be provided;
- the loss or uninhabitability of the child's home as a result of a natural disaster;
- the need for medical or mental health treatment (including substance abuse treatment) by the parent/legal guardian/court-ordered conservator;
- the need for a temporary living arrangement which separates the child from the parent/legal guardian/court-ordered conservator due to loss of housing or economic hardship, OR
- other (you must describe the hardship in detail)

11. **To be initialed by the caregiver:**

_____ I understand that this Power of Attorney (POA), properly executed by the parent/legal guardian/court-ordered conservator, gives me the right to enroll the minor child in the Victoria Independent School District ("VISD") in which I reside and to communicate with the VISD to make educational decisions on behalf of this minor child.

_____ I understand that this POA does **not** provide me with legal custody.

_____ I understand that, prior to enrollment, the school district may require documentation of the minor child's residence and /or documentation or other verification of the validity of the stated hardship.

_____ I understand that if I am fraudulently representing this child's enrollment information **or** the type of hardship on this application, I may be liable for restitution to this school district and may face criminal charges as well as a fine up to \$500.

Caregiver for the above child

Name _____ Street Address _____ City _____ Zip _____

Driver's License State and Number _____ Date of Birth ____ / ____ / ____

Relationship to child _____ Telephone (____) _____

Caregiver's Neighborhood School: _____



Victoria Independent School District
102 Profit Dr., Victoria, TX 77901
Office of Student Services

Pages 1-3 to be completed by caregiver

Pages 4-5 to be completed by parent, legal guardian, court-ordered conservator

AUTHORIZATION AGREEMENT FOR NON-PARENT RELATIVE OR VOLUNTARY CAREGIVER

ADMISSIONS: FD-R (Exhibit A) August 1, 2013-July 31, 2014

Student's Name: _____

I certify that the information I have provided herein is true and correct to the best of my knowledge.

Caregiver's Signature

SWORN TO AND SUBSCRIBED BEFORE ME, the undersigned authority

on the _____ day of _____, 20_____.

State of _____ County of _____

Notary Public in and for the State of Texas

(notary seal)



Victoria Independent School District
102 Profit Dr., Victoria, TX 77901
Office of Student Services

Pages 1-3 to be completed by caregiver

Pages 4-5 to be completed by parent, legal guardian, court-ordered conservator

Power of Attorney for Temporary Care Of A Child

ADMISSIONS: FD-R (Exhibit A)

August 1, 2013-July 31, 2014

BEFORE ME, the undersigned authority, on this day personally appeared the person listed below whom after being duly sworn in my presence made the following statements:

Name of Parent, Legal Guardian OR Court Ordered Conservator completing this form: _____

I am the parent OR person entitled to legal custody through a Court Ordered Guardianship or Conservatorship of:

Full Name of Child (Last, First, MI)	Sex	Grade	Age	Race	DOB	Student ID #

Name of school child is currently attending: _____

1. **Father** of the above child (If deceased, give the date of death _____)

Name	Street Address	City	Zip

Driver's License State and Number _____ Date of Birth ___ / ___ / ___

Telephone (____) _____

Father's Neighborhood School (only if residing within VISD): _____

2. **Mother** of the above child (If deceased, give the date of death _____)

Name	Street Address	City	Zip

Driver's License State and Number _____ Date of Birth ___ / ___ / ___

Telephone (____) _____

Mother's Neighborhood School (only if residing within VISD): _____

I hereby appoint the following person (hereinafter referred to as the caregiver) the power of attorney over my minor child and grant that person the powers listed herein:

3. **Caregiver** for the above child

Name	Street Address	City	Zip

Relationship to child _____ Telephone (____) _____



Victoria Independent School District
102 Profit Dr., Victoria, TX 77901
Office of Student Services

Pages 1-3 to be completed by caregiver

Pages 4-5 to be completed by parent, legal guardian, court-ordered conservator

Student's Name: _____

Power of Attorney for Temporary Care Of A Child

ADMISSIONS: FD-R (Exhibit A)

August 1, 2013-July 31, 2014

4. To be initialed by the parent/legal guardian/court-ordered conservator:

_____ I freely and voluntarily authorize the above named caregiver, in my absence, to enroll the child in school and to communicate with the Victoria Independent School District ("VISD") and make educational decisions for this child as I would be able to make if I were present, including but not limited to matters relating to illness, medical treatment, truancy, disciplinary problems, grade reporting, emergency notification, and permission to attend field trips and other activities of VISD.

_____ I understand that this document does **not** provide legal custody to the caregiver.

_____ I understand that I can revoke this Power of Attorney at any time, in writing and that this temporary POA will expire unconditionally on July 31, 2013.

_____ I understand that if I am **fraudulently representing my child's current residence or my hardship and circumstances** on this power of attorney, I could be liable for restitution to this school district and may face criminal charges as well as a fine up to \$500.

5. To the best of your knowledge:

- a. THERE IS **NO COURT INVOLVEMENT** WITH THIS CHILD (all of the following statements must apply):
 - i. There is no court order or pending suit affecting the parent-child relationship concerning this child.
 - ii. There is no pending litigation in any court concerning custody, possession, or placement of the child or access to or visitation with the child.
 - iii. The court does not have continuing jurisdiction concerning this child.
- b. THIS CHILD HAS BEEN THE **SUBJECT OF A COURT ACTION** (The court with continuing jurisdiction concerning this child has given written approval for the execution of the authorization agreement accompanied by the following information):
 - i. The county in which the court is located _____;
 - ii. The number of the court _____; and
 - iii. The cause number _____ in which the order was issued or the litigation is pending.
 - iv. PLEASE STAPLE A COPY OF THE COURT'S ORDER TO THIS AGREEMENT.

I certify that the information I have provided herein is true and correct to the best of my knowledge.

Parent/legal guardian/court-ordered conservator's signature

(notary seal)

SWORN TO AND SUBSCRIBED BEFORE ME, the undersigned authority

on the _____ day of _____, 20_____.

State of _____ County of _____

Notary Public in and for the State of Texas

THIS AREA FOR DISTRICT USE ONLY:

POA code (9) ENTERED INTO eSchoolPLUS BY: _____ Campus Office Staff Name: _____ DATE: ___/___/___
APPLICATION IS: _____ complete _____ missing information which must be provided within 7 calendar days (deadline: ___/___/___)
STUDENT WILL ATTEND THE SCHOOL ASSIGNED TO THE: _____ parent/legal guardian/court-ordered conservator _____ caregiver
REVOKED BY: _____ DATE: _____ REASON: _____



Victoria Independent School District
2013 – 2014 School Year Only
August 1, 2013 through July 31, 2014

ADMISSION under Texas Education Code 25.001(b)(9)
VISD FD(LOCAL): NONRESIDENT STUDENT IN
GRANDPARENT'S AFTER-SCHOOL CARE

STUDENT INFORMATION:

VISD Student Id#	Name of Student (Last, First, and Middle Initial)	Grade	Date of Birth	Age	School Last Attended

PARENT/GUARDIAN INFORMATION:

PARENT / GUARDIAN PRINT NAME _____ SIGNATURE PARENT / GUARDIAN _____ Date _____ HOME PHONE: _____ WORK: _____ CELL: _____ Is parent a VISD employee? ___ Yes ___ No If so, what campus/location _____	HOME STREET ADDRESS (PLEASE DO NOT USE PO BOX NUMBERS) _____ CITY, STATE, AND ZIP CODE _____ Mailing Address (If different from above) _____ Mailing City, State, and Zip Code _____ Neighborhood School _____
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GRANDPARENT INFORMATION:

GRANDPARENT PRINT NAME _____ SIGNATURE GRANDPARENT _____ Date _____ HOME PHONE: _____ WORK: _____ CELL: _____ Is grandparent a VISD employee? ___ Yes ___ No If so, what campus/location _____	HOME STREET ADDRESS (PLEASE DO NOT USE PO BOX NUMBERS) _____ CITY, STATE, AND ZIP CODE _____ Mailing Address (If different from above) _____ Mailing City, State, and Zip Code _____ Neighborhood School _____
Please describe the extent of after-school care to be provided: (for additional space, please use back of form or attach letter) _____ _____	

The following original documents MUST be presented when request is turned in to the Office of Student Services in the VISD Administration Building, Rm#170, 102 Profit Drive, Victoria, Texas.

- 1. Identification for parent/guardian and grandparent.**
- 2. Proof of Residency for the grandparent (current utility bill, mortgage or lease information)**

FOR OFFICE USE ONLY:

Date _____ Admission/Transfer Request was: Approved By _____
 Time _____ Denied Date: _____
 Rcvd By: _____



VICTORIA INDEPENDENT SCHOOL DISTRICT
Determination of Residency for 2013 – 2014 School Year
 ADMISSIONS: FD-R (Exhibit C)

Before me, the undersigned persons, on this day personally appeared and swore on his/her word that this student is living with his/her parent/legal guardian/court-ordered conservator AND the resident at the resident's address listed below.

I, _____ live at _____,
Name of Resident *Street Address*
 _____, Texas _____ and I confirm that the following
City *Zip Code*
 persons are also living in my home and have no other permanent home except mine:

_____ AND his/her children:
Name of Parent/legal guardian/court-ordered conservator

_____ / _____ / _____ <i>Student's Name</i> <i>Grade Level</i> <i>Assigned School</i>
_____ / _____ / _____ <i>Student's Name</i> <i>Grade Level</i> <i>Assigned School</i>
_____ / _____ / _____ <i>Student's Name</i> <i>Grade Level</i> <i>Assigned School</i>

Phone Number for: Resident: _____ Parent/Guardian: _____

ONLY parent/legal guardian/court-ordered conservator must read and initial:

_____ I understand that providing false information to the school will cause a student to lose enrollment privileges at the above named school. I further agree to withdraw my child from the school in the event the above information is found to be false and incorrect.
 _____ I agree to provide the principal of the school notification of change of address when such occurs.

BOTH parent/legal guardian AND resident must read and initial:

_____ I hereby certify that the information stated herein is true and accurate to the best of my knowledge. I am not making this request for the purpose of obtaining some benefit or admission into a certain school or program of the Victoria ISD. I understand that submitting this form with false information may constitute a CRIMINAL violation of Section 37.10 of the Texas Penal Code and Section 25.002 of the Texas Education Code. If I knowingly give a false address for this student on any school document, I have committed a Class C Misdemeanor and could face a fine up to \$500. **I understand that the above information I provided will be verified.**

<p>_____ <i>Resident's Signature</i></p> <p>State of _____, County of _____ Sworn to and subscribed before me this _____ day of _____, 20____.</p> <p>_____ Signature of Notary Public in and for the State of _____</p> <p>(Notary Seal or Stamp)</p>	<p>_____ <i>Parent /Guardian/Court-Ordered Conservator's Signature</i></p> <p>State of _____, County of _____ Sworn to and subscribed before me this _____ day of _____, 20____.</p> <p>_____ Signature of Notary Public in and for the State of _____</p> <p>(Notary Seal or Stamp)</p>
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RESIDENT MUST PROVIDE PROOF OF ADDRESS: CAMPUS OFFICE STAFF MUST MAKE A COPY OF THE ORIGINAL CURRENT ELECTRIC, GAS, WATER BILL, OR RENT/LEASE RECEIPT WITH A RESIDENTIAL SERVICE ADDRESS.



VICTORIA INDEPENDENT SCHOOL DISTRICT
Determination of Residency for 2013 – 2014 School Year
ADMISSIONS: FD-R (Exhibit C)

THIS SECTION IS FOR THE PARENT/GUARDIAN TO KEEP

The Texas Education Code requires the following notice be given at the time of enrollment:

Section 25.002(d) – When accepting a child for enrollment, the school district shall inform the parent or other person enrolling the child that presenting a false document or false records under this section is a criminal offense under Section 37.10(3), Penal Code, TAMPERING WITH GOVERNMENTAL RECORD and that enrollment of the child under false documentation subjects the person to liability for tuition or costs under Section 25.001(h).
Section 37.10(3) of the Penal Code – An offense under this section is a Class C misdemeanor if it is shown on the trial of the offense that the governmental record is a governmental record that is required for enrollment of a student in a school district and was used by the actor to establish the residency of the student

AND

Enrollment of the child under false documents subjects the person to liability for tuition or cost under EDUCATION CODE CHAPTER 25. ADMISSION, TRANSFER, AND ATTENDANCE (h) In addition to the penalty provided by Section 37.10, Penal Code, a person who knowingly falsifies information on a form required for enrollment of a student in a school district is liable to the district if the student is not eligible for enrollment in the district but is enrolled on the basis of the false information. The person is liable, for the period during which the ineligible student is enrolled, for the greater of:

- (1) the maximum tuition fee the district may charge under Section 25.038; or
- (2) the amount the district has budgeted for each student as maintenance and operating expenses.

THIS SECTION IS FOR THE RESIDENT TO KEEP

The Texas Education Code requires the following notice be given at the time of enrollment:

Section 25.002(d) – When accepting a child for enrollment, the school district shall inform the parent or other person enrolling the child that presenting a false document or false records under this section is a criminal offense under Section 37.10(3), Penal Code, TAMPERING WITH GOVERNMENTAL RECORD and that enrollment of the child under false documentation subjects the person to liability for tuition or costs under Section 25.001(h).
Section 37.10(3) of the Penal Code – An offense under this section is a Class C misdemeanor if it is shown on the trial of the offense that the governmental record is a governmental record that is required for enrollment of a student in a school district and was used by the actor to establish the residency of the student

AND

Enrollment of the child under false documents subjects the person to liability for tuition or cost under EDUCATION CODE CHAPTER 25. ADMISSION, TRANSFER, AND ATTENDANCE (h) In addition to the penalty provided by Section 37.10, Penal Code, a person who knowingly falsifies information on a form required for enrollment of a student in a school district is liable to the district if the student is not eligible for enrollment in the district but is enrolled on the basis of the false information. The person is liable, for the period during which the ineligible student is enrolled, for the greater of:

- (1) the maximum tuition fee the district may charge under Section 25.038; or
- (2) the amount the district has budgeted for each student as maintenance and operating expenses.

The Victoria Independent School District and its career and technology education program do not discriminate on the basis of sex, disability, race, color, age or national origin in its educational programs, activities, or employment as required by Title IX, Section 504, and Title VI.
Este distrito escolar y su Programa Educacional de Carrera y Tecnología no discriminan en base a sexo, discapacidad, raza, color, edad u origen nacional en sus programas educativos, actividades, o empleo como lo requiere el Título IX, Sección 504 y Título VI.