



Guidelines for Completion of Power of Attorney Form

The attached three-page Power of Attorney document must be filled out completely, signed by the indicated parties in the appropriate blanks, and notarized before it is returned to the **Cluster Attendance Officer** for approval. The guardian named in the Power of Attorney will then take the original document, signed by the **Attendance Officer**, along with the student to enroll in school. This document is good only for as long as the student resides at the listed address with the same guardian and for as long as the student remains at the same school. This form must be redone anytime a student changes schools or guardian.

According to Texas Education Code 25.001:

The board of trustees is not required to admit a person under Power of Attorney if the person:

- (1) has engaged in conduct or misbehavior within the preceding year that has resulted in:
 - (A) removal to an alternative education program; or
 - (B) expulsion;
- (2) has engaged in delinquent conduct or conduct in need of supervision and is on probation or other conditional release for that conduct; or
- (3) has been convicted of a criminal offense and is on probation or other conditional release.

According to Texas Penal Code: 37.10

Any person who knowingly falsifies information on a form required for enrollment of a student in a school district commits an offense under Section 37.10 of the Texas Penal Code. The offense is a Class A misdemeanor, unless the person's intent is to defraud or harm another, in which case the offense is a felony of the third degree. Further, such person 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 21.063, the Texas Education Code; or (2) the amount the district has budgeted for each student as maintenance and operating expenses. A Class A Misdemeanor is punishable by a fine not to exceed \$2,000.00, confinement in jail for a term not to exceed one year, or both such fine and imprisonment. A third degree felony is punishable by a prison sentence for a term of not more than ten years or less than two years and, additionally, by a fine not to exceed \$5,000.00.

According to Board Policy

The parent's address determines the attendance zone if the parent and guardian reside in BISD.

Acceptance in grades K-4 is based upon space availability.

Due to the large number of Power of Attorney forms completed each school year our office does not provide notarization for these documents. You will be able to locate a notary at the following locations in the community:

- *The individual's local bank
- *Insurance Offices
- *Travel Agencies
- *Local City Municipality



Student Services

Campus Name/#: _____

Grade _____

K-4 based upon space availability

* POA Good Thru: _____

Power of Attorney

Student's Name: _____ Social Security #: _____

Guardian Information

Parent Information

_____	Name	_____
_____	Address	_____
_____		_____
_____	Home Phone	_____
_____	Work Phone	_____

As the Guardian, I understand that 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 personnel.
2. To examine and receive copies of the student's records and report cards, and all other documents which require parents or guardian signature.
3. To give parental permission for the student's participation in various activities such as, but no limited to, field trips and team travel.
4. To be notified concerning medical problems and to give consent for the care and treatment of the student.
5. To be notified and consulted concerning student's attendance and tardiness.
6. To give permission for any disciplinary actions involving the student by District personnel.
7. To perform any other duties responsibilities and privileges normally afforded to the parents(s) of students in the District.

_____ Guardian Initials

As the parent, I understand the following acts and powers are granted by this Power of Attorney:

I understand that I am giving over my Authority to serve in the role of the parent for the above named student.

_____ Parent Initials

BOTH the parent and guardian, understand and **MUST** agree to the following:

1. To notify the campus principal and Student Services immediately if the student moves or changes guardians.
2. To notify the campus principal and Student Services immediately if this Power of Attorney is revoked by either party.
3. To attest that this Power of Attorney **is not** being completed for the primary purposes of participation in extra-curricular activities.
4. To attest that during the previous school year, this student **was not placed** in an Alternative School, JJAEP or expelled from a district.
5. * To agree that this Power of Attorney stays in affect as long as the student resides at the listed address, with the same guardian and for as long as the student remains at the same school, unless it is revoked by any party.
6. * To understand that this Power of Attorney will be revoked by BISD if problems arise from attendance or discipline.
7. To understand that a person who knowingly falsifies information on a form required for enrollment in a school district commits an offense under Section 37.10 of the Texas Penal Code. The person is liable for the period during which the ineligible student is enrolled—(current BISD cost per student is \$6200.00 per year).
8. I further attest that all the statements on this form are true and correct.

_____ Guardian Initial

Parent Initial _____

NOTARY FOR GUARDIAN

Guardian Signature

Given under my hand and seal of office on this _____ day of _____,
_____.

Signature of Notary, State of Texas

Commission Expires

(SEAL)

NOTARY FOR PARENT

Parent Signature

Given under my hand and seal of office on this _____ day of _____,
_____.

Signature of Notary, State of Texas

Commission Expires

(SEAL)

Do not write below this line, for Office use only

Reason given for Power of Attorney: _____

Approved

Denied

Signature _____

Date _____

POWER OF ATTORNEY REVOKED BY BISD

Reason Power of Attorney is being revoked: _____

Signature of Administrator

Date