

# POA Check List

## 2024-2025

- **Parent** of the student **and** the **Appointee** must sign **Power of Attorney Affidavit** together in front of a Notary Public then present Notarized affidavit for approval.

- **REQUIRED DOCUMENTS:**

1. Government Issued Valid ID from Parent **and** Appointee (Drivers License – must be current address)
2. Current Utility Bill for **Parent** showing service within the last 30 days (gas, water or electric)
3. Current Utility Bill of **Appointee** – Gas, Water or Electric bill showing service within the last 30 days (cable or phone not accepted)
4. **Appointee's Mortgage Statement, Deed, Closing Disclosure, or FBCAD Statement** (showing physical address), Property Taxes, Mortgage statement or Tax Appraisal – all must be current.

**OR**

**Property Lease** – Must be current. Recently expired lease must have Extension Amendment, notarized written approval from Landlord or current receipt for Rental payment. (Must supply contact number for Landlord or Apartment Complex) \*POA Appointee must appear as the Lessee on lease.

***Note: If parent/legal guardian lives in FBISD, student must attend zoned school of the parent's/legal guardian's FBISD address.***

**\*Original Utility bills and Parent/Legal Guardian ID required for proof of residence.**

Affidavits must be notarized **before** submission for approval.

Documents can be emailed to [BHSRegistrar@fortbendisd.com](mailto:BHSRegistrar@fortbendisd.com) or faxed to 281-327-6194

**POWER OF ATTORNEY AFFIDAVIT**

School Year 2024-2025

*Please Note: If parent/legal guardian lives in FBISD, student must attend zoned school of the parent's/legal guardian's FBISD address.*

**PARENT/LEGAL GUARDIAN** (Please PRINT):

My name is \_\_\_\_\_ I reside at \_\_\_\_\_ in the \_\_\_\_\_ School District in \_\_\_\_\_ County. My contact telephone numbers are \_\_\_\_\_.

This document applies to the following minor child(ren)/wards less than 18 years of age, beginning (date) \_\_\_\_\_:

STUDENT'S FULL LEGAL NAME	RELATIONSHIP TO PARENT/GUARDIAN	AGE	GRADE	SCHOOL USE ONLY (SCHOOL ASSIGNED)

I grant temporary custody/consent to have my child(ren)/ward(s) live separate and apart from me, his/her parent/guardian.

I hereby appoint (PRINT Appointee Full Name) \_\_\_\_\_ an adult resident of FBISD, as my attorney, to care for and control my child/ward in all school related matters with the full power and authority that I might have in such matters. **I understand that the above-named minor(s) must reside with the adult resident I have appointed and that in doing so the appointee may carry the minor(s) as a dependent on their Federal Income Tax as allowed by Federal law.** I understand that the District will withdraw any student who ceases to be a resident and will charge the maximum tuition fee for the period during which the ineligible student was enrolled. *Note: If parent/legal guardian lives in FBISD, student must attend zoned school of the parent's/legal guardian's FBISD address.*

**I understand that this power of attorney is only for the current school year.** I agree that this power of attorney may be voluntarily revoked alone by written revocation filed with the District. By my signature hereto, under the authority of Texas Family Code, Section 35.01, I hereby give full authority to the above-named FBISD adult resident to consent to medical treatment for the above-named minor(s). I authorize the above-named adult to act for me, as my attorney, in any matter requiring my consent or signature in all school-related matters affecting the minor(s). I hereby waive all claims and hold harmless the District, its officers, and employees from any/all claims arising from their reliance on this consent form. **I understand that this is not a grant of legal guardianship, which only a court may grant.**

**I understand that this power of attorney may not be approved, and may be revoked if the student has engaged in misbehavior that violates the Student Code of Conduct in the current or previous school year; has engaged in delinquent conduct or conduct that resulted in removal to a disciplinary alternative education program (DAEP); expulsion; conduct in need of supervision and is on probation or other conditional release for that conduct; or has been convicted of a criminal offense and is on probation or other conditional release.**

**APPOINTEE** (Please PRINT):

My name is \_\_\_\_\_ I reside at \_\_\_\_\_ located in the FBISD. My telephone contact number(s) is(are) \_\_\_\_\_.

I understand that upon signing, therefore accepting this power of attorney for the above-named minor(s), **I will be solely responsible for their care and control in all school related matters including but not limited to payment of all allowable school fees and dues; all discipline matters if applicable; and the attending of all required meetings such as parent/teacher conferences, administrative conferences, as well as ARD, 504, and LPAC meetings if applicable for the above named minor(s).** **I understand that the above-named minor(s) must reside with me during the school year and that in doing so, I may carry them as a dependent on my Federal Income Tax as allowed by Federal law.**

**I understand that this power of attorney is only for the current school year.** I agree to provide transportation for the student(s) to and from the school of the parent/legal guardian if he/she lives within the FBISD. I agree that this power of attorney may be voluntarily revoked alone by written revocation filed with the District at any time by either party. I hereby waive all claims and hold harmless the District, its officers, and employees from any/all claims arising from their reliance on this consent form. **I understand that this is not a grant of legal guardianship, which only a court may grant.**

**NOTICE:** Falsifying information on this form is a violation of the law. Violation may result in prosecution. Before signing this form, review **Section 37.10** of the *Texas Penal Code* and **Section 25.001(h)** of the *Texas Education Code* printed on the back of this form.

*Note: If parent/legal guardian lives in FBISD, student must attend zoned school of the parent's/legal guardian's FBISD address*

\_\_\_\_\_  
(Signature of Parent/Guardian)

State of Texas

County of \_\_\_\_\_

Before me, \_\_\_\_\_, on this day personally appeared \_\_\_\_\_, known to me or proved to me on oath or through description of identify card or other document to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

(Personalized Seal)

\_\_\_\_\_  
(Notary Public's Signature)

**Principals:** Attach a copy of the student's discipline file to this document upon acceptance or denial.

**WARNING:**

Falsifying information on this form is a violation of the law. Violation may result in prosecution.

**TEXAS PENAL CODE: Section 37.10** – Tampering with Government Records –  
**Class A Misdemeanor** – Any person adjudged guilty of a **Class A Misdemeanor** shall be punished:

- (1) A fine not to exceed \$2,000;
- (2) Confinement in jail not to exceed one year; or
- (3) Both such fine and imprisonment.

**TEXAS EDUCATION CODE: Section 25.001(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 but is enrolled on the basis of the false information. The person is liable, for the period which the ineligible student is enrolled, for the greater of:

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

Parent/Legal Guardian Signature: \_\_\_\_\_

Parent/Legal Guardian Phone number: \_\_\_\_\_

Parent/Legal Guardian email: \_\_\_\_\_

Appointee email: \_\_\_\_\_

**Principals:** Attach a copy of the student's discipline file to this document upon acceptance or denial.



11. Has the student been placed in an alternative education program (DAEP) within the current or previous school year?  
 Yes     No    **If yes, explain:** \_\_\_\_\_  
 \_\_\_\_\_

12. Has the student been expelled within the current or previous school year?     Yes     No  
**If yes, explain:** \_\_\_\_\_  
 \_\_\_\_\_

13. Is the student on probation for having been convicted of a criminal offense?     Yes     No  
**If yes, explain:** \_\_\_\_\_  
 \_\_\_\_\_

14. Is the student on probation for having engaged in delinquent conduct?     Yes     No  
**If yes, explain:** \_\_\_\_\_  
 \_\_\_\_\_

15. Is the student on probation for conduct in need of supervision?     Yes     No  
**If yes, explain:** \_\_\_\_\_  
 \_\_\_\_\_

**Note:** If parent/legal guardian lives in FBISD, student must attend zoned school of the parent's/legal guardian's FBISD address; therefore, the appointee agrees to provide transportation for the student(s) to and from the zoned school of the parent/legal guardian if they live within the FBISD.

**Signature of Parent/Guardian:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Appointee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Notice:** Falsifying information on this application is a violation of the law. Violation may result in prosecution. By signing this form, review Section 37.10 of the Texas Penal Code and Section 25.001(h) of the Texas Education Code printed below. Please Note: Tuition fee could range from \$6,000 to \$7,000 per school year.

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

<b>FOR FBISD ADMINISTRATOR USE ONLY</b>	
<input type="checkbox"/> <b>DENIED (MUST be based on Statute) Reason:</b> _____	
<input type="checkbox"/> <b>APPROVED</b>	_____ (Principal's OR Principal Designee Signature)
	_____ (Date)