

NORTHSIDE INDEPENDENT SCHOOL DISTRICT  
PROCEDURE FOR POWER OF ATTORNEY

A REQUEST FOR A POWER OF ATTORNEY MUST BE SUBMITTED TO AND  
PROCESSED THROUGH THE DEPARTMENT OF PUPIL PERSONNEL  
5900 EVERS ROAD, BUILDING D.

Northside ISD is committed to enrolling each and every child who legitimately resides in the district even if the child is not residing with a parent. If a person is attempting to enroll a child and the person is not the parent of the child, the person will be required to obtain a POWER OF ATTORNEY (POA) stating that the parent has given the person care, custody and control of the student for school purposes, health care and general welfare. In addition, the POA will give the person parental rights to participate in and consent to the district's decisions, hearings and testing that affect the child's evaluation for placement in or removal from any type of special education classes or programs.

When a person submits a POWER OF ATTORNEY, the person is attesting that:

1. The child lives with the person and spends the night at the person's residence Sunday through Thursday;
2. The person's name will appear as the primary point of contact on school records to include the AGR Card and the child's Medical Card. As such, the person will be contacted in case of an emergency;
3. The person will be available for conferences;
4. The person will be responsible for the conduct of the child in cases including, but not limited to, truancy, criminal proceedings, and discipline hearings;
5. The person's financial information shall be used to determine if the child qualifies for free/reduced meals.

When the person signs a POWER OF ATTORNEY the person is stating that the information is true. The person is acknowledging that he/she may be subject to prosecution if the information is false.

The person accepting and the parent granting shall complete and have notarized a POWER OF ATTORNEY through the Department of Pupil Personnel. A copy of the POA shall be given to the recipient to forward to the campus.

In some cases, the recipient will not be able to secure the parent's consent to POWER OF ATTORNEY at the time the person wishes to enroll the child. The recipient will be given 30 days in which to obtain and submit the parent's signature on the POA. Failure to do so after 30 days shall result in the school contacting law enforcement to determine if the child has been reported as missing.

A copy of the POWER OF ATTORNEY shall be placed in the child's file. A copy shall be given to the recipient and a copy shall be retained by the Department of Pupil Personnel. Once approved, the POA is valid until it is revoked by either party or when the student no longer resides with the person granted the POA.

Any questions regarding Northside ISD's POWER OF ATTORNEY Procedure may be directed to the Department of Pupil Personnel @ 397-8695.