

Administrative Guideline

Application for Admission for a Nonresident Student in a Grandparent's after School Care *[H.B. 25, 79th Legislature]*

A parent may apply to the Superintendent or designee for the admission of a child who does not reside in the PN-GISD if:

- 1) The student's grandparent permanently resides in PN-GISD; and
- 2) That grandparent provides significant after-school care.
- 3) The student is in 6th grade or below.

For the purposes of this guideline:

"Grandparent" refers to either the paternal or maternal grandparent of the child.

"Significant after-school care" means that the grandparent provides a minimum of three hours of after-school care daily for a minimum of four school days per week.

Applications under this guideline will be available at each campus or can be obtained from the district's website at www.pngisd.org. Completed forms, including the notarized signatures of both the parent and grandparent, should be returned to the office of the Executive Director of Student Services at 1810 Port Neches Ave. Port Neches, TX for processing. You also need to return a copy of the photo ID for the parent and grandparent, and also return a copy of the grandparent's current utility bill (water/gas/electric). Forms may be mailed or hand delivered. Incomplete application forms will be denied. On the application form, the parent or grandparent will be designated a primary contact for the school as well as an emergency contact. A meeting with the Executive Director or designee may be required with parent and grandparent to approve the request.

The Executive Director will evaluate the application and approve or deny the request based upon the following criteria:

- 1) Age of the student (Do children of this age routinely receive after-school childcare?)**
- 2) Special needs (physical/developmental) of the student**
- 3) Number of hours daily the student receives after-school childcare**
- 4) Number of days weekly the student receives after-school childcare**
- 5) Number of months the child will receive after-school childcare**

Admission to the district does not guarantee eligibility for participation in UIL activities. If the application is approved, the student will usually be assigned to the campus nearest the grandparent's home. Overcrowding at a campus or grade level may necessitate the student being assigned to another district campus of the same grade.

The district reserves the right to verify that the grandparent is providing after school care. Verification may include, but is not limited to, home visits by PN-GISD administrative, contract, or law enforcement personnel. In the event that the after-school care described in the sworn affidavit should change, the parent/grandparent is responsible for notifying the Executive Director or designee within three school days. Failure to do so may result in revocation of admission.

Admission may be revoked if it is determined that the grandparent is not providing significant after-school care or that admissions records have been falsified. Falsification of records for the purpose of enrollment will subject the parent and grandparent to prosecution under Texas Penal Code 37.10 and Texas Education Code 25.001 (h)(1)(2).

This guideline will govern applications based upon the grandparent's permanent residency from the effective date of this guideline until such time as the Board of Trustees adopts a board policy regarding the matter.

Effective Date July 28, 2015

***PNGISD Affidavit of Student Admission Information
(For Non-resident Student in a Grandparent's After-School Care)***

NOTICE TO PERSONS ENROLLING THE STUDENT: 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 tuition or other costs, as provided in Education Code 25.001(h), if the student is not eligible for enrollment but is enrolled on the basis of false information. In addition, presenting false information or false records is a criminal offense under Penal Code 37.10 and grounds for immediate revocation of enrollment under this provision.

BEFORE ME, the undersigned notary public, personally appeared (Parent)_____ and (Grandparent)_____ and (Grandparent)_____ known to me to be the persons whose names are subscribed below, who, upon being duly sworn, stated:

(TO BE COMPLETED BY THE PARENT OR GUARDIAN)

I am over 18 years of age and am legally competent to testify. I have personal knowledge of the facts set forth herein, and they are true and correct.

1. My name is _____. I am the parent or legal guardian of _____, SS# _____ for whom I am requesting admission to the Port Neches-Groves ISD School District under Education Code 25.001 (b)(9).
2. This child and I reside at (# & Street) _____ (City) _____, TX (Zip) _____ in the _____ School District. My telephone numbers are _____ (home) _____ (work) _____ (cell).
3. This child is ____ years of age on September 1 of this scholastic year and currently attends _____ school in the school district noted above, and is in the ____ grade.
4. The child's grandparent, _____, provides my child with after-school care as follows:

Actual hours per day: ____ a.m./p.m. to ____ a.m./p.m.

Number of school days per week: _____

Months that the child's grandparent will provide this care: _____

Describe type of after-school care provided: _____
5. I agree to notify the Executive Director or his designee within three school days of any changes to the after-school care described above.
6. I (DO) (DO NOT) authorize the employees of PN-GISD to contact the child's grandparent identified in (4) above for non-emergency purposes. Contact for emergency purposes shall be as indicated by the parent on the District's Emergency Contact Information Card.

Signature of (parent/guardian) Affiant: _____
Typed or printed name of affiant: _____

STATE OF TEXAS
COUNTY OF _____

SUBSCRIBED AND SWORN TO BEFORE ME on this the ____ day of _____, _____.

Notary Public, State of Texas

_____ My commission expires the ____ day of _____, 20__

Printed Name of Notary Public

PERSONALIZED SEAL

TO BE COMPLETED BY THE GRANDPARENT WHO WILL PROVIDE AFTER-SCHOOL CARE:

I am over 18 years of age and am legally competent to testify. I have personal knowledge of the facts set forth herein, and they are true and correct.

1. My name is _____. I am the **(MATERNAL) / (PATERNAL)** grandparent of this child.
2. I permanently reside at _____ in the Port Neches-Groves ISD. My telephone number is _____.
3. I assume responsibility for the supervision of this child for the purpose of providing after-school care as described in item 4 on the first page of this document.
4. I agree to notify the Executive Director or his designee within three school days of any changes to the after-school care described on the reverse side.
5. I agree to personal visits by District administrative staff, contract staff, or law enforcement personnel to verify that I am providing after-school care as described in this document.

Signature of (grandparent) Affiant_____

Typed or Printed Name of Affiant_____

STATE OF TEXAS

COUNTY OF _____

SUBSCRIBED AND SWORN BEFORE ME on this the ____ day of _____, _____.

Notary Public, State of Texas

PERSONALIZED SEAL

Printed Name of Notary Public

My commission expires the ____ day of _____, _____.

*******School Use Only*******

___ Approved

Campus Assigned_____

___ Denied

Reason_____

Executive Director Date