



Brownsville Independent School District

Department of Pupil Services 708 Palm Blvd. Brownsville, Tx. 78521 (956) 544-3966 (956) 548-8174

Dr. Carl A. Montoya

Interim Superintendent of Schools

2011 – 2012

New Student Registration Requirements

Registrations need to be initiated at the zoned campus level. When referring parents to the Department of Pupil Services, please issue them the: **Campus Registration Referral for Special Student Clearance Form (attached)** and check all appropriate boxes.

The following (4) documents are required to register: Pre-registration will not proceed without these documents.

1. Proof of Residence (must be a current utility bill, lease agreement or rental receipt)
Note: Rent receipts must be accompanied with a current utility bill for address when rental includes utilities
2. Parent / Guardian Photo Identification
3. Student's Birth Certificate; and
4. Immunization Records

Note: These documents are not required for Homeless Students. Please contact the Homeless Youth Project at 956-544-6612 for further information.

Special Circumstances – Refer to Department of Pupil Services at 708 Palm Blvd, Ste 123

1. If student and parent/guardian live with another family, BISD requires an Affidavit of Dual Residence. This form along with procedures on how to complete it may be obtained from the Department of Pupil Services.
2. If student's biological **parents reside outside BISD boundaries**, parent/guardian should obtain the Power of Attorney Form along with procedures on how to complete the form from Department of Pupil Services.
3. If student's parents are in the military, guardian should present the Special Power of Attorney to Department of Pupil Services.
4. If parent or both parents of a child enter into an authorization agreement with child's grandparent, adult sibling, or adult aunt or uncle, they should be referred to the Department of Pupil Services.

Note: #1 and #2 will be issued on April 1st.

Exception: These forms will be issued beginning March 22nd for new students in the 3 Year Old Program and Pre-k.

Special Circumstances – Campus may register the student:

1. If student's family resides in the District and has a home under construction or is waiting to occupy a residence they have purchased or rented. If the family does not reside in the attendance area for that school within 45 calendar days, the student shall be withdrawn.
2. If student's parents wishes to transfer to another school. Zone campus **must first** clear student for registration using the form Home Campus Clearance for New and Pre-K Students. After student is cleared, refer parent to Department of Pupil Services at 708 Palm Blvd., Ste.121. BISD Intradistrict Transfer applications can be obtained from the Department of Pupil Services office beginning April 1, 2011 from 8:00 am to 4:00 pm.

It is the parent's responsibility to obtain all documents required for registration.



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Special Documentation

1. Legal documents in situations involving divorce decrees, legal guardianship, restraining orders, should be presented at the time of the registration process, by the parent or person with legal control of the student.
2. Under Ed. Code 38.001 and BISD Board policy (FD Legal) and (FFAB Legal), the parent, or person with legal control of a student must provide proof that student is not required to be immunized, or proof that student is entitled to provisional admission.

Program for 3 Year Olds

If parent wants student to continue in the same school and student is not zoned to that campus, the current school determines Pre-K eligibility and completes Home Campus Clearance for New and Pre-K Students Form. (Attached)

Home Language Survey

A home language survey needs to be conducted as part of registration.



DEPARTMENT OF PUPIL SERVICES

708 Palm Blvd., Suite 121 * Brownsville, Texas 78521 * (956) 544-3966 * Fax (956)548-8174

Minnie O. Zamora
Administrator

Home Campus Clearance for New and Pre-K Students

Student:	_____	I.D. Number:	_____
D.O.B.:	_____	Home School:	_____
Parent's Name:	_____	Requested School:	_____
Address:	_____	Grade Level:	_____

Be advised that _____ parent of _____ DOB _____ is in the process of requesting an Intradistrict Transfer from the Department of Pupil Services for their non-BISD enrolled child. Students not enrolled in BISD that apply for an Intradistrict Transfer must first clear registration in their zone school. **We are not asking the zone school to enroll this student or enter the student information in PEIMS.**

We are requesting that the zone campus clear the student for possible enrollment in a BISD school. If the student is approved for an Intradistrict Transfer, the zone school can simply keep the records on file. In the event the transfer is not approved, the zone school must enroll the student.

The zone school must review and clear registration items listed below. In addition, **please initial** the documents that have been cleared:

- 1) _____ Proof of Residence in Parent's/Guardian's Name
- 2) _____ Child's Birth Certificate
- 3) _____ Immunization Records
- 4) _____ Student I.D. Number
- 5) _____ Proof of Child's Grade Level (Report Card/Transcript)
- 6) _____ Other information deemed necessary
- 7) _____ Parent's/Guardian's Photo I.D.

For Pre-K Students Only: Meets eligibility criteria (Please initial)

- _____ Unable to speak and comprehend English language
- _____ Educationally disadvantaged according to State standards
- _____ Homeless
- _____ Child of an active duty member of armed forces
- _____ Child of a member of the armed forces of the U.S. who was injured or killed while serving on active duty
- _____ Foster care status

The above named student is cleared to apply for a transfer.

Administrator

Zone School

Date



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Campus Registration Referral for Special Student Clearance (Registration initiates at zoned school)

Student's Name	D.O.B.	Campus
Student's ID #		Date
<input type="checkbox"/>	IMMUNIZATIONS	Health Services CAB 708 Palm Blvd. Suite 111 548-8191 Referred by: _____
<input type="checkbox"/>	PROOF OF RESIDENCE	Department of Pupil Services CAB 708 Palm Blvd. Suite 123 548-8371 Referred by: _____
<input type="checkbox"/>	PARENT / GUARDIAN ID	Department of Pupil Services CAB 708 Palm Blvd. Suite 123 548-8371 Referred by: _____
<input type="checkbox"/>	CARETAKER NOTIFICATION	Department of Pupil Services CAB 708 Palm Blvd. Suite 123 548-8371 Referred by: _____
<input type="checkbox"/>	POWER OF ATTORNEY FORM	Department of Pupil Services CAB 708 Palm Blvd. Suite 123 548-8371 Referred by: _____
<input type="checkbox"/>	INTRADISTRICT TRANSFERS	Department of Pupil Services Department CAB 708 Palm Blvd. Suite 121 544-3966 Referred by: _____ (1st Working day in April through September 15 only)

