

	Renewed Annually	Required to be Notarized	Valid if there is interruption of services	Dept's Stamp & Initials	Parent is the Responsible Party	Elements Required
Intra-District Transfers	✓	✗	✗	✓	✓	Birth Certificate Parent's Photo ID Proof of Residence Student's ID #
Duals	✓	✓	✗	✓	✓	Resident must provide: Proof of Residence Photo ID Parent must provide: Photo ID
Power of Attorney	✓	✓	✗	✓	✗	Parent & Attorney In-Fact: Photo ID Proof of Residence Parent must live outside BISD boundaries
Caretaker Document	✓	✗*	✗	✓	✓	1. Valid Reason: Medical Condition Work Responsibilities or Emergency Circumstances 2. Proof of Residence from both parties 3. Beginning/ending date 4. Signature of both parties
Authority of Non - Parent Relative	✓	✓	✗	✓	✓ If Parent is Present	1. CPS Form 2638 2. Public Notary Seal
Grandparent after School Care	✓	✗	✗	✓	✓	Grandparent & Parent : Proof of Residence Photo ID Parent and Student: Birth Certificate
			✓ YES	✗ NO		

\* The affidavit attached must be notarized.