

Student Services/Guidance Counseling

Mr. Jesse R. Trevino, Director (956) 323–5534

Dr. Mary Aleman Administrator for At. Risk Services (956) 323-5339

Mrs. Criselda Torres, Secretary (956) 323–5575, 8173 (FAX)

Admission / Enrollment

The following documentation is needed for all enrolling students. Only students with power of attorney or temporary guardianship must be sent to Student Services/Guidance Counseling Department.

ALL OTHER STUDENTS WILL REPORT TO THEIR DESIGNATED SCHOOL CAMPUS FOR REGISTRATION.

Campus Assignment for Recent Immigrant Students (as of age as of September 1st)

5-10	Elementary
11-13	Jr. High
14+	High School

THE FOLLOWING DOCUMENTATION WILL BE REQUIRED TO REGISTER A STUDENT.

1. PARENT IDENTIFICATION

A valid driver's license, Texas I.D., Birth Certificate, Passport, Military ID or Resident Alien Card.

Any of the documents in the following list is also acceptable for proof of identity and age of parent and /or students.

- Drivers license, passport, school ID card, records, or report card
- Hospital birth record, adoption records, church baptismal record and any other legal document that establishes identity
- Statement of the child's date of birth issued by the division of the Texas Department of State Health Services responsible for vital statistics.

- (You can also contact the Consulate of Mexico in McAllen at 686-0244)

***2. CHILD'S BIRTH CERTIFICATE**

Must be an original certificate, if an original birth certificate is not provided, the parent is given 30 days to present an original birth certificate. Non-compliance may result in a missing child report filed with the police department. (If the parent/guardian is unable to produce a copy of the birth certificate for a student who is under 11 years of age and is enrolling in your school for the first time, the parent/guardian must produce a signed note explaining why he/she was unable to produce a copy of the birth certificate.)

3. SOCIAL SECURITY CARD

If available, but not required.

4. IMMUNIZATION RECORD

All immunizations must be up to date.

***5. UPDATED TRANSCRIPTS / WITHDRAWAL FORMS**

Current grades or final report card

*Students shall not be denied enrollment or be removed solely because they fail to provide the documentation required in items #2 and #5.

6. PROOF OF RESIDENCE

A current utility bill such as: light, water, natural gas, cable, or home telephone. The utility bill should be under the parent's name that shows the physical address.

Any students with power of attorney or temporary guardianship must be approved by Student Services/Guidance Counseling Department prior to registering.

A temporary notarized guardianship letter or Residency Power of Attorney is required if someone other than the parent or legal guardian (court ordered guardianship) is enrolling a child in our district. Final approval of admission for all students with guardianships will be made by Mr. Jesse R. Trevino's office located in the Central Office Building.

***Only students with Power of Attorney or temporary guardianship must come to Student Services!**

Please adhere to the above requirements in order to avoid delays in the registration process.