



Powell Elementary
4750 W. Ellethorpe
El Paso, TX 79904

Andrew Veilleux, Principal

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Dear parents,

Student's On-line forms and Registration **must** be completed by the **biological parent or legal guardian**. Step parents who are not legal guardians may not enroll students. Step parents may communicate with school's faculty, staff, and teachers regarding your child as long as they have written permission from the biological parent or legal guardian. Below you will find the procedure for obtaining the parent affidavit.

- **A Step Parent Affidavit form must be completed by the parent or legal guardian** (this form is available in the front office).
- The form **must be notarized** and returned to Powell Elementary along with a copies of both parent and step parent ID's.
- A copy of the marriage license must be provided when the step parent and the child have a different last name.
- A legal document indicating both the parent and the step parent's names and address must be provided when the parent and step parent are not legally married.

A step parent without a Step Parent Affidavit on file, will not have legal access to student educational records as mandated by the Federal Education Records Privacy Act. Teachers, faculty and staff may not share or discuss any information regarding a student enrolled at Powell Elementary, unless a Step Parent Affidavit is formally submitted by the parent or legal guardian.