

# Procedure Manual for School Staff for Guardianship

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# PROCEDURES FOR GUARDIANSHIP

Unless the child is of legal age or emancipated, the child’s parent, legal guardian, temporary guardian (either court or non-court appointed), social worker, or foster parent (upon verification from the social worker) must be physically present and involved with the enrollment of a student.

1. There will be occasions when a student is unaccompanied. In this instance enroll the student as a CIT student and do a safety check on the student through School Police.
2. Legal guardianship is proven by producing a birth certificate or certified court documents that state the name of the minor and the legal guardian.

* 1. A person who enrolls a student and who has a note or a notarized note from the parent is not a legal guardian unless they are named the legal guardian in the Nevada court document.
	2. A copy of the certified Nevada court document identifying the person as the legal guardian must be scanned into the legal documents folder of OnBase. A Legal flag must be created in Infinite Campus.
	3. Legal guardians who are unable to enroll a student due to work conflicts, etc. may write a note and enclose a copy of the parent/guardian ID (or provide a picture via electronic means of the ID). The note and proof of ID is uploaded to OnBase in the permissions and refusals folder. The parent/guardian is still required to complete Online Registration.
1. Temporary Appointment of Guardian

* 1. Temporary Guardian – A temporary guardian who resides in this state may be appointed by both parents if living and in legal custody of the child or by the parent having legal custody without the approval of a court. The legal guardian(s) must complete and notarize the ***Appointment of Short-Term Guardian by a Parent*** form. (NRS 159.205). If the student is 14 years of age or older, the student must also sign the form. If both parents have legal custody, both parents must sign the form and have their signatures notarized. Only one parent needs to sign the form and have the signature notarized if only one parent has legal custody. The form is uploaded to OnBase in the temporary guardian folder. A Temporary Guardianship flag must be created in Infinite Campus.
	2. By Nevada Law, the temporary guardianship will **expire at the end of six (6) months** unless the temporary guardian provides another completed and notarized ***Appointment of Short-Term Guardian by a Parent*** form.
	3. Only the WCSD ***Appointment of Short-Term Guardian by a Parent*** form will be accepted. Children enrolling with guardianship documents outside of Nevada or forms other than the WCSD form will be conditionally enrolled for thirty (30) days. The ***Agreement to Conditionally Enroll a Student*** form must be completed. A 30 day Conditional Enrollment flag must be created in Infinite Campus.
	4. The appointment of a temporary guardian may be terminated by a written document signed by either parent if that parent has legal custody of the child.
	5. The appointment of the temporary guardian may be terminated by any order of a Nevada court.
	6. The student may be **conditionally enrolled** until the completed WCSD ***Appointment of Short-Term Guardian by a Parent*** form is received; however, if the student is conditionally enrolled, the adult enrolling the student **must** provide the parent information to be entered into IC as parent, non-guardian.
		1. The completed, notarized WCSD ***Appointment of Short-Term Guardian by a Parent*** form must be received within **30 days** of the conditional enrollment. The secretary/registrar must create a flag in IC with a start and end date and must monitor monthly whose form is about to expire and take appropriate action. The forms are uploaded into the temporary guardianship folder in OnBase.
		2. Information (e.g., report cards, attendance, and counseling information) may be given to the adult enrolling the student while waiting for the WCSD ***Appointment of Short-Term Guardian by a Parent*** form to be completed, and notarized. This is because FERPA allows someone acting as parent to have access.
		3. Even though a parent may have written a statement or completed a form other than the WCSD guardianship form, the WCSD form must still be completed.
1. Upon enrolling the student, the school should inform the temporary guardian of the following:
	* 1. If the enrolling student is a high school student, NIAA rules determine the student’s right to participate in high school athletics.
		2. By Nevada Law, the temporary guardianship will **expire at the end of six (6) months.** The temporary guardian must provide another completed and notarized ***WCSD Appointment of Short-Term Guardian by a Parent*** formupon expiration.
		3. If the temporary guardian indicates that the parents’ intent is to extend the period of guardianship, then the school should give the temporary guardian another ***WCSD Appointment of Short-Term Guardian by a Parent*** form for the parents to complete, notarize, and return to the school prior to the expiration date of the original form.
			+ 1. If the intent is for the person to serve as the temporary guardian for the entire school year, the temporary guardian should be given two forms, one to submit upon enrollment and one to submit to the school 6 months later.
		4. The temporary guardian has rights to the student’s information if they are still acting as a parent until the legal guardian revokes temporary guardianship.
		5. Once the temporary guardianship has expired or has been terminated, and the student’s parent/legal guardian lives **within** the Washoe County School District, the student’s parents must be notified that the student must return to the school zoned for the residence of the student’s parents or apply for a variance.
		6. Once the temporary guardianship has expired or has been terminated, and the student’s parent/ legal guardian lives **outside** the Washoe County School District, the student’s parents must be notified that the student must return to their district of residence or apply for a variance if their district of residence is in an adjoining county.
		7. If the parent/legal guardian cannot be reached or do not comply, the school must contact school police to determine if the child is listed as missing and report the child as in need of supervision to Washoe County Child Services Agency.
2. If the student has a temporary guardian, the school **must ensure the legal parents’ information is listed as a non-household member in IC and the parents’ guardianship status has been removed.**
3. Enrolling Adult is NOT the Child’s Guardian, Neither Court Appointed nor Temporarily Appointed by Parent.
4. The child’s parent/guardian must be contacted immediately.
5. If the child’s parent/guardian cannot be reached immediately, the school may enter the enrolling adult as a non-household relationship in IC and ask the enrolling adult to get the ***WCSD Appointment of Short-Term Guardian by a Parent*** form completed.
6. If the school cannot contact the parent/guardian and the enrolling adult does not want to complete the ***WCSD Appointment of Short-Term Guardian by a Parent*** form. Email the completed ***Notification of Student For Whom Identification Has Not Been Provided*** form to School Police to check if the student has been reported missing, instruct the adult to do online registration, refer the student to the CIT liaison at your school site, and report the child as in need of supervision to Washoe County Child Services Agency.
7. If the school has concerns regarding the child’s safety or welfare, the school should instruct the adult to do online registration and enroll the child while school police is doing their investigation so that the enrolling adult is not tipped off prior to the completion of the investigation.
8. In any circumstance where concern exists regarding the child’s safety or welfare no matter with whom the child is living, the school must refer the child to Washoe County Child Services Agency.