



Washoe County School District

Every Child, By Name And Face, To Graduation

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. Legal guardianship is proven by producing certified court documents that state the name of the minor and the legal guardian.

- a. A person who enrolls a student and who has a note or a notarized note from the parent is not a legal guardian unless the student is named the legal guardian in the court document.
- b. A copy of the certified court document identifying the person as the legal guardian must be scanned into the legal documents folder of OnBase.

2. Temporary Appointment of Guardian

- a. Temporary Guardian – A temporary guardian who resides in this state may be appointed by both parents if living, not divorced and in legal custody of the child or by the parent having legal custody without the approval of a court **provided** that the student completes and notarizes the **Washoe County School District Temporary Appointment of Guardian form.** (NRS 159.205).
- b. By Nevada Law, the temporary guardianship will **expire at the end of six (6) months** unless the temporary guardian provides another completed and notarized ***Washoe County School District Temporary Appointment of Guardian form*** prior to the expiration date.
- c. Temporary Guardianship from outside of Washoe County's jurisdiction will not be recognized under any circumstances. Temporary Guardianship not on the WCSD form will not be recognized under any circumstances. Children enrolling with guardianship documents outside of Washoe County or on forms other than the WCSD form will be considered CIT.
- d. 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.

- e. The appointment of the temporary guardian may be terminated by any order of a court of competent jurisdiction that appoints a guardian.
- f. The student may be **conditionally enrolled** until the completed form is received; however, if the student is conditionally enrolled, the adult enrolling the student **must** complete the **Washoe County School District Parent Information Form for Students Living with a Temporary Guardian** AND the **WCSD Agreement to Conditionally Enroll a Student form**.
 - The completed, notarized **Washoe County School District Temporary Appointment of Guardian** 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 may be scanned into the temporary guardianship folder in OnBase.
 - No information (e.g., report cards, attendance, and counseling information) will be given to the adult enrolling the student until the completed, notarized form is returned to the school. Exceptions can be made by Student Accounting.
 - 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.
- e. Upon enrolling the student, the school should inform the temporary guardian of the following:
 - If the enrolling student is a high school student, NIAA rules determine the student's right to participate in high school athletics.
 - By Nevada Law, the temporary guardianship will **expire at the end of six (6) months** unless the temporary guardian provides another completed and notarized **Washoe County School District Temporary Appointment of Guardian form** prior to the expiration date.
 - 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 **Washoe County School District Temporary Appointment of Guardian form** for the parents to complete, notarize, and return to the school prior to the expiration date of the original form.

✓ 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.

- No information about the child will be given to the temporary guardian once the student's guardianship has expired. Exceptions can be made by Student Accounting.
 - Once the temporary guardianship has expired or has been terminated, 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.**
 - Once the temporary guardianship has expired or has been terminated, 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 place of residence.**
 - If the parents 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 CPS.
- f. If the student has a temporary guardian, the school **must ensure the legal parents' information is listed as a non-household member in IC.**

3. Enrolling Adult is NOT the Child's Guardian, Neither Court Appointed nor Temporarily Appointed by Parent.

- a. The child's parent/guardian must be contacted immediately.
- b. 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 Temporary Appointment of Guardian* form completed.
- c. If the school cannot contact the parent/guardian and the enrolling adult does not want to complete the *WCSD Temporary Appointment of Guardian* form, call 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 CPS.

- d. 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.
- e. 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 Human Services.