

Procedure for Determining Guardianship

The following are the only scenarios when guardianship should be marked in IC. All court documents must be certified copies signed by a judge. All court documents must be scanned into the legal documents folder in OnBase .

1. Mother and Father should always be marked guardian unless legal paperwork is in the file that says one or the other's *legal* custody rights (as opposed to physical custody rights) have been taken away.
 - a. Legal Flag should read, Name of Mother or Name of Father "legal rights have been revoked. Legal documents on file."
 - b. Court order must be scanned into OnBase. If a newer document supersedes one already in OnBase, the older document must be deleted from OnBase.
2. Court order such as adoption or transfer of legal guardian:
 - a. Legal Flag should read, Name of Permanent Guardian "Permanent Guardianship paperwork on file."
 - b. In the cases of adoption: Inform parents they must get a new birth certificate within 30 days or the student will be excluded from attendance.
 - c. All court orders must be scanned into OnBase. If a newer document supersedes one already in OnBase, the older document must be deleted from OnBase.
3. Birth Certificate: A parent on the birth certificate is identified as guardian unless there is a court order terminating the parental rights. A new birth certificate is not required. This means that if the mother is listed on the birth certificate and you have a court order revoking her legal rights, she is NOT listed as a guardian. A new birth certificate is not needed.
 - a. Only those appearing on the birth certificate can be indicated as "mother" or "father".
 - b. Adoptive parents must present a new birth certificate to have the relationship reflect "mother" or "father". The adoptive parents may be "other" until such time as they present the changed birth certificate. Guardianship is granted when the court order is presented. All birth certificates must be scanned into OnBase. If a newer document supersedes one already in OnBase, the older document must be deleted from OnBase.
 - c. Parents whose paternity or maternity is determined and a court order is issued or certified test results received must present a new birth certificate to be "mother" or "father" in Infinite Campus. The parent may be identified as "other" until such time as the new birth certificate is presented. Guardianship is granted when the court order is presented. The paternity/maternity court order or certified test results must be scanned into OnBase in the birth certificate folder.
 - d. Legal Flag should read, Name of Mother or Name of Father "Guardianship paperwork on file."
4. CIT students without guardians:
 - a. Kids Kottage/Social Worker Household in Census protocol.
 - b. All others referred to CIT office to help obtain guardianship.
 - i. Legal Flag should read, "Unaccompanied Minor"

- ii. 30 day follow-up (until resolved) with CIT office for disposition and paperwork
- 5. Step-parents and domestic partners are **NOT** legal guardians unless they have court documents appointing them as a legal guardian.
 - a. Legal Flag should read, Name of Step Mother, Step Father, or Domestic Partner “Guardianship paperwork on file.”
 - b. All court orders must be scanned into OnBase. If a newer document supersedes one already in OnBase, the document must be deleted from OnBase.
- 6. Emancipated Minors:
 - a. Legal Flag should read, “Emancipated Minor paperwork on file.”
 - b. All court orders must be scanned into OnBase. If a newer document supersedes one already in OnBase, the document must be deleted from OnBase.
- 7. Social Workers: Social workers must present copies of filed court documents to be marked a guardian. IC protocol for establishing a social worker must be used. There is no need for a legal flag as the social worker is marked with the appropriate abbreviation in IC. All court orders must be scanned into OnBase. If a newer document supersedes one already in OnBase, the document must be deleted from OnBase.
- 8. Foster Parents: Court documentation identifying the child is in legal custody of Washoe County Social Services must be presented. The foster parent is identified as both a foster parent and guardian in Infinite Campus. A social worker should also be identified. Foster parents should be reviewed yearly with the social worker to make sure there has not been a change of placement. It is possible for a natural parent to still be a guardian of a student unless the natural parent has had his/her rights removed. All court orders must be scanned into OnBase. If a newer document supersedes one already in OnBase, the document must be deleted from OnBase.
- 9. Unaccompanied Youth:
 - a. Mark person who is taking responsibility as the guardian in IC so that they can do Online Registration and Pick Up Student and help the school with the education of the student. This person will have portal rights as well.
 - b. Create a legal flag with, “Unaccompanied Youth” to identify that the status of the student.
 - c. If the parent’s rights or the legal guardian’s rights have not been revoked, they become non household relationships and still have guardianship rights such as portal and records.
 - d. When the parent/guardian resumes responsibility for the student please update the household, remove the flag, and remove the guardian and portal checks from the person who was not the legal guardian who previously took responsibility for the child.