



Responsible: Student Accounting Department

PURPOSE

This administrative procedure describes the process for student enrollment under various guardianship situations in the Washoe County School District ("District" or "WCSD").

PROCEDURE

1. Temporary Guardianship:
 - a. Temporary Guardianship is only in place for 6 months from the date the paperwork is signed.
 - b. If both parents have rights, both parents must sign the temporary guardianship agreement for it to be valid.
 - i. If one parent has sole legal custody of the child then only that parent must sign the temporary guardianship agreement.
 1. The school must verify that the parent has sole legal custody by viewing a copy of the court document. A copy of that document must be placed into OnBase.
 - ii. Either parent may revoke the temporary guardianship agreement prior to the expiration. The revocation must be in writing and the school must retain a copy with the original temporary guardianship paperwork.
 - c. Students may be enrolled when temporary guardianship paperwork that has not expired is presented by the temporary guardian.
 - d. Students in grades PK-2 who are first time enrollees in WCSD must have a birth certificate or consular report of birth to prove age to be enrolled.
 - e. Higher grades may be temporarily enrolled without a birth certificate.
 - i. The conditional enrollment form must be utilized and the student excluded from attendance after the period of time has expired if the birth certificate or consular report of birth has not been presented.
 - ii. If the conditional enrollment form expires, School Police must be notified to conduct a missing person's database search on the child.

- f. A legal flag is entered with the date the Temporary Guardianship paperwork expires so that the Temporary Guardian can easily be reminded at each contact.
- g. The Temporary Guardian is listed as the Guardian in Infinite Campus (IC).
- h. The Temporary Guardian can pick up, has access to records, and can make educational decisions.
- i. The Temporary Guardianship paperwork is placed in a monthly tickler file with the month it expires. This may be scanned into OnBase if you choose. If you do not put this in OnBase, please share with your back-up where this file is located.
- j. When the paperwork expires:
 - i. Contact the Temporary Guardian to let them know they need to renew the paperwork.
 - ii. Continue to try to get the paperwork.
 - iii. Refer to Children in Transition (CIT) for Temporary Guardian support to get permanent guardianship.
 - iv. Flag will expire and automatically disappear, Temporary Guardian will remain Guardian in IC.
 - v. Make a new legal flag titled, "No Guardianship," with no expiration date so that you can continue to work with the Temporary Guardian at each contact. If guardianship is established by anyone, remove the flag.
 - vi. After the Temporary Guardianship paperwork has expired and the school has not been presented with new paperwork, biological parents listed on the BC or CRB would be able to pick up and have access to records if their whereabouts are known. Biological parents may also be contacted to establish guardianship.
 - vii. The former Temporary Guardian would still be allowed to pick up/access records/make educational decisions if biological parents are not taking responsibility for the welfare of the child.
 - 1. In this case, the Child Protective Services (CPS) must be informed that the child is abandoned.

2. No Guardianship or First Enrollment with Expired Temporary Guardianship:
 - a. Students in grades PK-2 who are first time enrollees in WCSD must have a birth certificate or consular report of birth to prove age to be enrolled.
 - i. If no birth certificate or consular report of birth is produced, the child shall be enrolled as a Child in Transition (CIT). Inform the CIT Department of the enrollment and circumstances.
 - ii. School Police must be notified to conduct a missing person's database search on the child.
 - b. In grades 3 and above, a student may be temporarily enrolled without a birth certificate.
 - i. If no birth certificate or consular report of birth, enroll as CIT. Inform CIT of the enrollment and circumstances.
 - ii. School Police must be notified to conduct a missing person's database search on the child.
 - c. The person(s) who are taking responsibility for the child in the absence of the parent; is listed as guardian in IC, may pick up/have access to educational records/make educational decisions.

DEFINITIONS

1. Temporary Guardianship:
 - a. NRS 159A.205 (6) specifies that temporary guardianship that is awarded by the parent to someone else cannot last longer than 6 months.
 - b. NRS 159A.205 (4) specifies that one parent cannot award temporary guardianship to someone else if the other parent still has rights, the whereabouts are known, and the other parent is willing and able to carry out daily child care decisions.

IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS

1. This document reflects the goals of the District's Strategic Plan and aligns/complies with the governing documents of the District.
2. This regulation complies with Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC), to include:
 - a. Chapter 159A, Guardianship of Minors

- b. Chapter 392, Pupils, and specifically:
 - i. NRS 392.040 Attendance required for child between 7 and 18 years of age; minimum age required for kindergarten and first grade; ...
 - ii. NRS 392.165 Documents required for permanent enrollment; name under which child must be enrolled; notification to law enforcement agency for failure to furnish documents.

REVIEW AND REPORTING

- 1. This procedure and any accompanying documents will be reviewed bi-annually in even numbered years.

REVISION HISTORY

Date	Revision	Modification
11/03/2018	1.0	Adopted
11/26/2018	1.1	Revised: Updated citation to NRS 195A