

Date: August 1, 2008

TO: All School Principals and
Campus Personnel who Process Student Enrollment

FROM: Lane Ladewig, Division Director for Campus Operations PK-12

SUBJECT: "Guardianship"

If a "guardianship" is requested by a student and/or the person with whom the student is living, please follow these steps:

1. Issue a packet of guardianship forms to the student or guardian.
2. Instruct the student to complete the forms and have them notarized.
3. Deliver the completed forms to the Compulsory Attendance Office at the Ratteree CDC located at 2121 So. MacArthur Blvd.

Note: The Compulsory Attendance Office does not complete or notarize any guardianship forms. This is the responsibility of the parent and/or guardian.

The following **do not need guardianship**:

1. **Possessory Conservator (Even if the Student Lives Out-of-District)**
The Texas Education Code 25.001 b (2) has been changed to state that a person should be admitted or enrolled if "the person does not reside in the school district, but a parent of the person resided in the school district, and that parent is a joint managing conservator, or the sole managing conservator, or possessory conservator of the person." A possessory conservator is usually a divorced parent who has partial custody; for example, has children on weekends. It should be stated in the divorce papers that the said parent is the possessory conservator; therefore, a possessory conservator does not need to apply for guardianship, and this enrollment needs to be handled at the campus level. The parent will still have to prove residency within the Irving Independent School District.

II. Parent/Guardian, and Student Living With District Resident

The following procedures need to be followed when a parent/guardian and a student live with a district resident:

- A. The parent/guardian must provide a signed statement from the resident of the school district which states that the student and parent are living with the district resident.
- B. The school will accept and enroll the student.

Proof of the residency for the district resident must be proved.

III. Transfers Within the District

Transfers within the district need principal approval only, not guardianship.

IV. Grandparent Providing Substantial After-school Care Lives Within the District

HB 283 allows a student who does not reside in the district to enroll if the student's grandparent resides in the district and provides a substantial amount of after-school care. A guardianship is not required since the child resides outside the district. Campus Operations must be notified if this situation arises. The student will be considered an out-of-district transfer.

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