

Authority and Responsibility for a Minor Student (Directions)

The purpose of this application is for a parent/legal guardian to grant authority and responsibility for a minor student to an adult other than the parent/legal guardian, when the student's primary residence is with the other adult. This Document MUST be notarized to be considered valid.

1. The primary legal residence of a minor student is presumed to be that of the parent/legal guardian.
2. A non-resident application may be submitted for a student whose parent/legal guardian lives outside the boundaries of the Seattle school district.
3. A parent/legal guardian may request permission to enroll a student in Seattle Public Schools if the student's verifiable primary residence is with another adult who lives within the boundaries of the Seattle school district and who has assumed authority and responsibility for the student.
4. Granting authority and responsibility for a student to a resident of the district primarily for the purpose of enrolling a student in Seattle Public Schools does not establish the student as a legal resident of the school district. A secondary domicile apart from the parent/legal guardian's primary residence does not constitute student/parent/legal guardian place of residence.
5. **ADDRESS VERIFICATION REQUIREMENTS**: Both the parent/legal guardian and the adult assuming authority and responsibility must follow standard procedures to verify primary legal residence. Each must provide a photo ID and two additional current address verification documents, such as:
 - Telephone bill
 - Utility or cable bill
 - Lease or mortgage information
 - Court documents
 - Insurance documents
 - Documents from public agencies such as DSHS

ATTACH COPIES OF BOTH SETS OF DOCUMENTS FOR # 5 TO THIS APPLICATION.

6. The adult assuming authority and responsibility must also provide verification that the minor student is actually living with and in the daily care and supervision of the adult. Appropriate verification of the student's residence may require, for example, one or more of the following:
 - Unavailability of parent/legal guardian due to verifiable incarceration or hospitalization.
 - Police report.
 - Verification of parent/legal guardian address outside of the Seattle area.

Additional information may be required if, in the judgment of SPS, this is necessary to verify a student's primary legal residence as being with an adult other than the parent/legal guardian.

7. You may be asked to attach information explaining any unusual or extenuating circumstance.
 - This application may be submitted at any time for current enrollment; it may be submitted beginning June 1 for enrollment the following fall.
 - Attach all required documents. Missing information will delay the processing of this application.

ASSIGNMENTS ARE NOT FINAL UNTIL THIS APPLICATION HAS BEEN REVIEWED AND APPROVED.

FALSIFICATION OF INFORMATION OR SUBMISSION OF MISLEADING INFORMATION WILL BE CAUSE FOR REVOKING THE STUDENT'S SCHOOL ASSIGNMENT.

Authority and Responsibility for a Minor Student (Application)

Student's Last Name	First Name	Birth Date	Grade	ID Number
Student's Last Name	First Name	Birth Date	Grade	ID Number

Affidavit of Parent/Legal Guardian

I am the parent/legal guardian of the student(s) listed above. I have read the Directions about transfer of authority and responsibility for a minor student and attest that all requirements are met. Each student listed above is currently living with the "Adult Accepting Authority and Responsibility" with my knowledge and permission. I grant this adult full authority and responsibility for the care, custody and control of my child(ren) in all matters pertaining to school attendance, behavior, and academic achievement including, but not limited to, parent conferences, special education decisions, and school assignment decisions. I understand that this person will be listed as the guardian on school records and his/her address will be where school mail and other notifications will be sent. This action does not violate any existing or pending parenting plan, custody order, or other Court order or proceeding regarding the listed student(s).

Print Name of Parent/Legal Guardian	Previous Address
Area Code and Home Phone	City State Zip Code
Area Code and Work Phone	Signature of Parent/Legal Guardian Date

Affidavit of Adult Accepting Authority and Responsibility (Please initial as indicated.)

- I have read the Directions about assuming authority and responsibility for a minor student and attest that all requirements are met. (Please initial here, and below for each statement: _____)
- I hereby declare that each listed student is currently residing with me as the student's primary legal residence. _____
- I accept full authority and responsibility for the temporary care, custody and control of each listed student in all matters pertaining to school attendance, behavior, and academic achievement including, but not limited to, parent conferences, special education decisions, and school assignment decisions. _____
- I understand that I will be listed as the guardian and that school mail and other notifications will be sent to me. _____
- I understand that I will be named as the guardian in any disciplinary or truancy action regarding the listed student(s). _____
- This action does not violate any existing or pending parenting plan, custody order, or other court order or proceeding regarding the listed student(s). _____

Print Name of Adult Accepting Authority and Responsibility	Current Address
Area Code and Home Phone	City State Zip Code
Area Code and Work Phone	Signature Date

State of _____ County of _____

Sworn and subscribed on Date _____ Personally

Appeared before me and took under oath penalties of perjury that the foregoing is true and correct.

Notary Public

My Commission Expires _____