



South Pasadena Unified School District
1020 El Centro Street
South Pasadena, California 91030
(626) 441-5810
<http://www.spusd.net>

GUARDIANSHIP INFORMATION

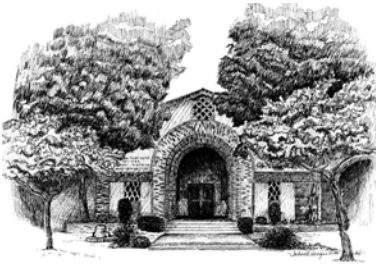
In order to register a child for whom there is a guardianship agreement, the District requires the guardian to meet with the Assistant Superintendent of Personnel Services prior to registration of the student. Both guardian and child must reside in the City of South Pasadena, and residency verification home visits are performed at random and without prior notification.

To make an appointment with the Assistant Superintendent of Personnel Services, as well as to ask questions regarding the information below or your particular circumstance, please call (626) 441-5810, x1130.

Listed below are the items/documents you will need to provide at the interview, although you may be asked to provide additional documentation. Much of this information is included on the "Enrollment/Registration Information" form which is printed on the back of this document, so please refer to that in addition to the information below.

On the day of the interview, please bring the following documents:

1. Legal photo identification of the guardian.
2. Legal photo identification of the parent. The parent should also be prepared to attend the interview with the guardian.
3. Photo of the student --- a school "I.D." from the previous school or a passport.
4. Original birth certificate of the student (*to show parental identity*).
- 5a. Documentation that substantiates that the guardian and parent are "qualified relatives." (*one or more original birth certificates will be required to verify relationships such as siblings, cousins, etc.*)
- 5b. Legal documentation granting guardianship of student to resident of South Pasadena.
6. For leased/rental residences, provide the rental agreement, which should list the names of the guardian and student, as well as the South Pasadena address. If the residence is owned, the guardian/property owner must provide documentation of ownership, such as mortgage statement, deed of trust, or other official document verifying home ownership. (*See "Enrollment/Registration Information" on the other side of this document*).
7. Four (4) other official proofs of residency from lists of documents outlined on the "Enrollment/Registration Information" which is located on the other side of this document. (*See Categories B and C*). All forms must be original and current as described.
8. For returning students under guardianship:
 - A copy of the previous year's guardianship form.
 - All of the above except #4 and #5.



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GUARDIANSHIP REQUIREMENTS

Four (4) residency verification documents are required for enrollment:

1. **Driver's License or Legal Photo Identification (I.D.) of Parent/Guardian – must have current South Pasadena address listed**

** For cases of guardianship, additional information will also be required. **

2. **CATEGORY A:** (Choose one {1} of the documents listed below):

- Deed of Trust
- Mortgage Payment Receipt – **dated within the past month**
- Rental/Lease Agreement, listing all names of occupants (**including children**) and the name, address, telephone number and signature of landlord/management company.
- Property Tax Bill – **dated within the past year**
- Closing Escrow Papers

3. **CATEGORY B:** (Choose one {1} of the documents listed below which must be **dated within the past month**):

- Utility Bill (example: Southern California Edison, The Gas Company, Water Bill) **
- Time Warner Cable Bill
- Telephone/Cell Phone Bill

4. **CATEGORY C:** (Choose one {1} of the documents listed below):

- Current Car Registration – **dated within the past year**
- Car Insurance Statement – **dated within the past 6 months to 1 year**
- Health Insurance Statement – **dated within the past month**
- Current Bank Statement (or signed letter on bank letterhead with the South Pasadena address) – **dated within the past month**
- Pay Stub showing current South Pasadena Address – **dated within the past month**
- Current Federal or State Tax Forms – **dated within the past year**

** For a newly established residence, for verification from Category B, a signed, original receipt or statement on letterhead from the utility company **dated within the past month** will satisfy the requirement, provided the name of the parent/guardian and South Pasadena address where service will be established are listed.