



## **School Board of Brevard County, Florida** **EDUCATIONAL GUARDIANSHIP GUIDELINES**

**The educational guardianship will expire at the end of the current school year and must be renewed annually.**

- The guidelines are to be followed in the event the custodial parent is unable to care for their student. Only the custodial parent can give educational guardianship and all paperwork signed by the custodial parent **must be** notarized.
- Guardianship will not be granted if custodial parent resides in Brevard County or any adjacent county.
- The District reserves the right to refer families to the courthouse for legal guardianship.
- Persons accepting guardianship must be 18 years of age or older.

If you are seeking educational guardianship, you will need **one of the following:**

1. If a parent is hospitalized, a letter from the physician on letterhead stating when the parent was admitted and possible release date.
2. If the parent is incarcerated, a notarized statement giving guardianship and proof of incarceration (including name of facility and potential release time).
3. If the parent is deceased, a copy of the obituary or death certificate, showing date of death and a notarized statement regarding relationship to student.
4. If a parent is unable to care for his/her child(ren), a detailed letter outlining specific reasons including location of parent, supporting documentation and expected time frame, subject to Student Services review. **Families may be referred to the courthouse for legal guardianship.**

Court appointed custody and Department of Children and Families Placement – The Educational Guardianship form is not required, but the documentation signed by a Judge must be provided to the school at the time of enrollment.

**Without the above documentation, The School Board of Brevard County, Florida will not issue Educational Guardianship. Requests should be made in writing to the principal of the school the child(ren) attends.**