



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, so please refer to that form 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*).
5. 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.*)
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" form, Category A*).
7. Four (4) other official proofs of residency from lists of documents outlined on the "Enrollment / Registration Information." (*See Categories B and C*). All forms must be original and current.
8. For returning students under guardianship:
 - A copy of the previous year's guardianship form.
 - All of the above except #4 and #5.