

CUSTODIANSHIP DECLARATION – CUSTODIAN

STUDENT Information			
Full Name	Citizenship	Date of Birth dd/mm/yyyy)	Sex M <input type="checkbox"/> F <input type="checkbox"/>
Name and address of School or School Board in Canada			

PARENT/GUARDIAN Information (Preferably from both parents/guardians)		
	Parent/Guardian 1	Parent/Guardian 2
Full Name		
Date of birth (dd/mm/yyyy)		
Home Address		
Telephone Number		

CUSTODIAN Information			
Full Name	Date of Birth dd/mm/yyyy)		
Current Address	Telephone (Home)	Telephone (Work)	E-Mail Address
Present Position			

I, _____ (name of custodian), solemnly declare that I am a Canadian citizen or permanent resident of Canada and over the age of 25 years. I hereby declare to take on the full custodianship for the said student _____ (student name) during his/her stay in Canada in the Province of _____ (province name).

As a custodian, I have made the necessary arrangements for the care and support of the said student in place of the said parent _____ (name of parent or guardian) in times of emergency, such as when medical attention or intervention is required, but also for day-to-day care and supervision of the Student as appropriate. By accepting custodianship, I am confirming that I have read and agree with the guidelines outlined in the document entitled Custodianship Guidelines (see back page).

Signature of custodian: _____ Date: _____

Sworn before me at: _____ (city), in the Province of _____ (province/territory).

This _____ day of _____ (month), _____ (year)

Signature of Notary: _____

Official Seal of Notary Public
...../see over

INTERNATIONAL BUREAU CUSTODIANSHIP GUIDELINES

Before choosing a custodian for your child or before accepting custodianship for a minor child, please ensure you have read and fully understand the following expectations. By assigning or accepting custodianship, you are confirming that you have read and agree with all the guidelines indicated here.

Custodians shall:

1. Ensure that the school and the International Bureau have your current contact information on record (i.e., address, phone number, e-mail, fax number, cell number, English speaking contact);
2. Be easily accessible at all times;
3. Be in contact with parents in times of emergency;
4. Sign papers and permission forms from the school;
5. Attend disciplinary meetings called by the school administration (suspensions) if required;
6. Attend parent/teacher interviews regarding the student's progress, concerns, educational planning for the student;
7. Provide support and encouragement for the student by attending performances, displays, etc.;
8. Provide the school with a written note if you will be absent from the city detailing length of absence and alternate custodial responsibilities;
9. Be willing to be a liaison between the school and the parent;
10. Attend Orientation Meetings, which will help clarify the role of the legal custodian, the expectations of the school, and the Alberta school program;
11. Assist in setting up initial appointments for assessment and registration at the school and attend those appointments with the student;
12. Take responsibility for making sure tuition fees are paid, applications for renewal are completed and submitted, health insurance and bus pass are in place, and ensure the student knows how to get to school using public transportation or CBE arranged bus if available;
13. Take an active role in supporting the student.