

## NON-GUARDIAN ENROLLMENTS

A non-guardian enrollment is one where the adult looking to enroll the student is not the parent, does not have guardianship paperwork from the court, or foster care paperwork from DHHS.

[State of Michigan Court Forms Letters](#)

[Sample DHS-942 Form and Foster Care](#)

The residence of a person holding power of attorney over a child does not, by itself, establish residency. We must establish if the non-guardian is a relative and if the placement is because the parent/guardian cannot secure a suitable home for the child and not for an educational purpose. [MCL §380.1148](#) MDE definition of “relative” includes a parent, grandparent, brother, sister, stepparent, step grandparent, stepsister, stepbrother, uncle, aunt, first cousin, great aunt or uncle by marriage, blood or adoption. [PAM, Section 4, page 4-1](#)

Enrollment Secretary:

- If a non-guardian adult residing in our district looks to enroll a child, find out if they are a relative.
  - Yes - Have them meet with your building principal.
  - No - Is it possible they are an unaccompanied youth? Contact your building social worker or school psychologist. If not, they cannot enroll.

Building Principal:

- Meet with the parent and relative.
  - Is the parent/guardian unable to provide a suitable home for the child?
  - Is the child’s placement in the relative’s home for the purpose of securing a suitable home for the child and not for an educational purpose?
    - Yes - Notify Director of Academic Services, Director of Student Services, Supervisor of Special Education or Superintendent. They will need to meet with the parent and relative.
    - No - Is it possible they are an unaccompanied youth? Contact your building social worker or school psychologist. If not, they cannot enroll.

District Administrator:

- Meet with the parent and relative. Provide them with the **Placement of Child in Home of Relative Affidavit** and have them provide all required enrollment documents to the school.
  - Notify the enrollment secretary and building principal that enrollment has been approved.

Enrollment Secretary:

- Affidavits must be scanned and sent to the Pupil Accounting Coordinator once enrollment is complete for tracking purposes.

See [Non-Guardian Enrollment](#) flow chart for more information.

**IMPORTANT:**

Affidavits are good for 1 year. The parent and relative must meet with a district administrator or building principal prior to the start of the school year and provide an updated affidavit in order to remain enrolled.