Glenn County SELPA

Policies and Procedures for Caregiver Affidavit

Policy

A caregiver affidavit can be signed by a qualified relative* in order to enroll a student in school, give permission to implement an IEP and to consent to school-related medical care. Attempts to locate and coordinate with the parent with educational rights will be documented in the child’s confidential file. Parents can revoke the caregiver affidavit at any time.

Procedures

If parents cannot be found or if parents designate a qualified relative*, a caregiver affidavit can be filled out. The form must be completed with the program specialist for the district. The program specialists needs to provide the Caregivers Authorization Affidavit and the Glenn County SELPA Caregiver Affidavit Information handout to the qualifying relative. The qualifying relative* needs to provide a valid driver’s license or identification card and a proof of residency at the time of signing. Qualified relatives* have the option to have the affidavit notarized if they choose. The program specialist needs to review the Glenn County SELPA Caregiver Affidavit Information handout at the time of signing. The form is valid for one year from the date of signature.

Definition

“Qualified relative” includes:

- grandparent
- aunt or uncle
- brother, sister, stepbrother, stepsister, half-brother or half-sister
- niece or nephew
- first cousin
- great-grandparent
- great-aunt, great-uncle, grand-aunt or grand-uncle
- stepparent
- parent
- spouse

*Qualified relative can also be the spouse (husband or wife) of any of the relatives listed above. A relative can still be considered qualified even if they are now divorced or the spouse listed above has died.