

TO BE USED IF THE PARENTS LIVE OUTSIDE THE STATE OF UTAH

GUARDIANSHIP OF A MINOR

1. Completely read and follow the instructions on both sides of this document.
2. Print the document when you have completed the online portion.
3. **Get all signatures notarized.** There are several within the document.
4. Bring Affidavit of Waiver by School District to the WCSD office of Student Services to have a district official sign and notarize that page.
5. Once all documents are notarized, you must file a request for appointment of guardianship with the 5th District Court located 206 W Tabernacle, St. George, UT 84770
6. After the court case # and court date has been assigned, please submit the information to:

Jan Prince – Student Services
Washington County School District
121 W Tabernacle
St. George, UT 84770
435-673-3553 x 5164

jan.prince@washk12.org

If you have questions and need to make an appointment
with student services go to: studentservices.washk12.org
and click on the Guardianship and Responsible Adult
Appointment Scheduler.

DO NOT RETURN THE INFORMATION TO THE SCHOOL

****Instructions for completion of ‘Guardianship of a Minor’
Please read and follow the instructions on both sides of this document**

Go to:

utcourts.gov/ocap

- Look for ‘Guardianship of a Minor’ in the Menu. Click ENTER
- Next screen is OCAP requirements. Read instructions, click NEXT (gray box)
- Next screen is the LOGIN screen. If new to the site, click NEXT on the box on the right with message: “Are you New to this site?”
- Once you have created a profile, log in with your newly created user name and password
- Once logged in, a BLUE Screen will be next, look in the right portion under ‘Case Types’, look for ‘Guardian and Conservatorship’ option 4 of that list is ‘Guardianship of a Minor documents. Click on that link.
- On the right side of the next page, look for a link and an arrow with the word “NEXT”. Click on that button. (The Next button will be at the bottom of the screen)
- Answer the Guardian and Conservator Exam
- Read Introduction, then click NEXT
- In the FEES page, answer the question ‘Would you like to ask the court to waive the fees? If your answer is yes, next screen will be the ‘Fee Waiver’ screen.
- To the question ‘Are you seeking a guardianship over someone who is 18 years of age, married, in the military or emancipated?’ Answer YES or NO
- PETITIONER Screen. Enter your name, address, phone #. PETITIONER is the person filing the case with the court asking the guardianship to be granted.
- County where the child is present. Answer WASHINGTON County
- CHILD INFORMATION. Enter student’s information
- To ‘Other Guardianship Cases’ question: answer Yes or NO
- To ‘Other Caregivers’ question: answer YES or NO
- To ‘Other Guardians who declined appointment question: answer YES or NO
- To ‘Other Interested Parties’ question: answer YES or NO
- **To ‘School Attendance’ question ***IS THIS GUARDIANSHIP ONLY FOR A MINOR TO ATTEND SCHOOL?* >> ANSWER YES**
- To ‘Bonding’ question: answer YES or NO

READ the documents, click NEXT. To the pop up window, enter O

The Guardianship documents will be generated.

PRINT Documents and Read them

NOTARIZE the following documents:

- Verified Petition for Appointment of Guardian of a MINOR, and Affidavit of Suspension of Parental Custody rights MUST be NOTARIZED by PETITIONER

- Mother 'Parental Consent for Appointment of Guardian' form MUST be NOTARIZED by student's mother
- Father 'Parental Consent for Appointment of Guardian' form MUST be NOTARIZED by student's father
- Affidavit of Waiver by School District MUST be NOTARIZED by School District representative (Student Services Director or Student Services Technician)
- Once all documents are notarized, Petitioner must file a request for appointment of guardianship at the 5th District Court of Washington County UT. Located at 206 W Tabernacle Suite 100 St. George, UT 84770
- After Court Case # has been assigned, please bring information to WCSD District Office. A letter will be addressed to student's school principal for enrollment.

If you have any questions please contact:

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Washington County School District
435-673-3553 x 5164
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