



**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.**

Guardians/Custodians shall:

1. Ensure that the school and the International Bureau have your current contact information on record (i.e. address, phone number, email, 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 CCS arranged bus if available.
13. Take an active role in supporting the student.