

Legal Guardianship

Per Park City School District policy, children not living with a birth/adoptive parent CANNOT be enrolled in school without a legal guardian. Legal guardianship must be awarded through the court. This process can take some time. Once the guardianship case is filed with the court, the child may be enrolled if the school is provided with a filing receipt from the courthouse.

Guardianship Process:

1. Go to the Utah State Courts website at www.utcourts.gov/courts/juv. Read the information provided regarding "Guardianship of a Minor." Use the online program to complete the guardianship paperwork.
2. Take your printed paperwork and notarized statements (in English) from BOTH parents to the Courthouse (see below). A fee is required to file the paperwork. Fee waivers are available for qualified parties and information can be found on the same website at www.utcourts.gov/resources/forms/waiver/.
3. Once the case is filed, the court will provide you with a receipt. You may use this receipt to enroll the child in school, on a conditional basis. A timeline to provide guardianship documentation will be set.
4. After guardianship has been awarded, a copy of the official court document must be provided to the school to be kept in the child's permanent school file. The child's enrollment may be terminated for failure to comply.

Questions should be directed to:

Courthouse - Summit County - Third District Juvenile Court
6300 Justice Center Road
Park City, UT 84098
(435) 615-4320

