



## LCPS EMPLOYEE INFORMATION

Form JLIB-E3

### LCPS Policy JLIB: Custodial Rights of Parents/Guardians

**1) LCPS employees MAY NOT:**

- Provide a caregiver's authorization affidavit form or power of attorney form to any third party who has no duty or responsibility to utilize the form for any reason;
- Notarize either of these forms for any reason.
- Give advice to any person for any reason about obtaining or completing either form.

**2) The person requesting the form should be referred to:**

- [www.pegasuslaw.org](http://www.pegasuslaw.org)
- the Guardianship legal helpline: 1.800.980.1164
- Families and Youth, Inc. (FYI) of Las Cruces, 1320 S. Solano Drive in Las Cruces. Telephone number: 575.522.4004
- New Mexico Children, Youth and Families Department, Las Cruces office, 760 Motel Blvd., Suite A, Las Cruces, N.M. 88005. Telephone number: 575.524.6400

**3) If one of these forms is submitted to an LCPS employee for any reason, the form MUST:**

- be filled out completely and signed
- be notarized by a duly authorized notary public who is not an LCPS employee
- include all necessary court documents to establish the parental rights of the individual(s) attempting to enroll the child in school or to assert parental rights. In the case of a guardian, a completed and notarized power of attorney form must be submitted and must include the right to control the education of the child in question and the ability to receive and review student records, or a court order of guardianship containing the same information.
- be reviewed and verified – along with all accompanying documentation – by the school principal before custodial rights with regard to any LCPS student are verified for the purposes of that student's education.

**4) For additional information and assistance, the person should contact:**

- one of the agencies listed in Item 1 above;
- the LCPS coordinator for Superintendent for Community Relations: 575.527.5946; or
- visit LCPS Policy and Regulation JLIB: Custodial Rights of Parents/Guardians.