



Calgary Board
of Education

LIVING ARRANGEMENT DOCUMENTATION FOR INTERNATIONAL STUDENTS

***The following information does not apply for students in our homestay program through Canada Homestay Network.**

For private living arrangements where a parent will not be living in Calgary during the study period, custodianship must be assigned.

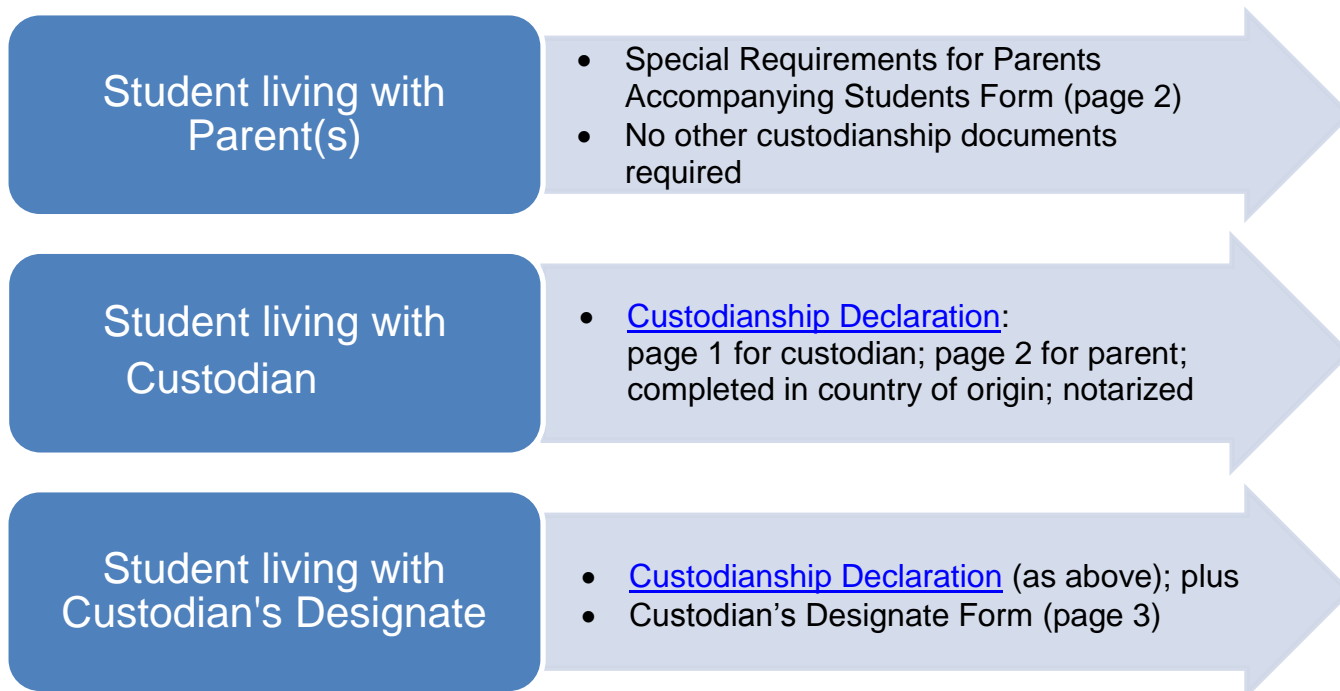
The custodian must be at least 25 years of age or older and a Canadian Citizen or Permanent Resident of Canada. This requires two documents to be submitted: one from the parent assigning custodianship and one from the custodian accepting custodianship. Both documents must be notarized by a Notary Public in the country of origin. You can find templates of both documents at the link provided.

DEFINITION OF TERMS

- Parent(s):** Student's biological parent(s) in home country.
- Custodian:** The person designated by the parent(s) to be responsible for the care of their minor child in their absence, while the child is studying in Calgary.
- Custodian's Designate:** The person designated by the parent(s) in consultation with the custodian to provide day-to-day care for the student, in the case where the student is not living with the custodian.

Please note: the word **guardian** often gets used instead of custodian. When talking about the temporary care of a minor child, assigned by the biological parent in the home country, the correct word is **custodian**.

FORMS REQUIRED WITH APPLICATION PACKAGE





Special Requirements for Parents Accompanying Students Form

Dear parent(s):

Based on the information you provided in the international student application form, you will be moving to Calgary with your child to live here while he/she studies. We commend you on this decision as this will provide excellent support during the study period.

Please note the following conditions:

- You understand that your indication you will be living with your child while he/she studies at the CBE means you will be living here permanently for the entire duration of his/her studies. Please note you will need to provide proof that you have lived here when you apply to extend the study permit and visitor visa.
- You understand the importance of informing your child’s school and Global Learning of any changes in living arrangement and status.
- If your situation changes for any reason and you will not be living with your child, you understand that we need notarized custodianship documents to be submitted. ***This is very important.*** Without those documents, there is no one who is legally responsible for your child’s care and well-being. To find out more about the required documents, please call our office at 403.817.7711 (dial 0 to reach a staff member).

<p>Elementary students (grades 1-6)</p> <ul style="list-style-type: none"> • If you are not living here, your child can live with a biological (blood) relative such as an aunt, uncle or grandparent. This relationship needs to be verified by a birth register or other document. • This person must be at least 25 years of age and a Canadian Citizen/Permanent Resident. 	<p>Junior and senior high students (grades 7-12)</p> <ul style="list-style-type: none"> • If you are not living here, your child can live with a custodian of your choosing. • This person must be at least 25 years of age and a Canadian Citizen/Permanent Resident.
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- You (or any future custodian you appoint) have read the [Custodian Guidelines](#)
- You understand that your child will be transferred to another school at the end of the current school year if there is a move outside of the school’s designated boundary.

Your signature indicates that you understand and agree to all conditions listed here.

Parent Name (print)

Name of the student

Parent Signature

Date



Custodian’s Designate Form

Definition of Terms

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- Custodian:** The person designated by the parent(s) to be responsible for the care of their minor child in their absence, while the child is studying in Calgary.
- Custodian’s Designate:** The person designated by the parent(s) in consultation with the custodian to provide day-to-day care for the student, in the case where the student is not living with the custodian.

Please note: the word *guardian* often gets used instead of custodian. When talking about the temporary care of a minor child, assigned by the biological parent in the home country, the correct word is *custodian*.

At the Calgary Board of Education, our main concern is that our international students are safe and well-cared for. According to the application submitted, this student will not be living with the appointed Custodian and this document confirms that the daily care and safety of the student are in place by the person appointed by the natural parents and the Custodian (herein referred to as the **Custodian’s Designate**).

Student’s Name (LAST NAME, First Name): _____

Custodian’s Name: _____

Custodian’s Designate Contact Information:

Name: _____

Address: _____

Phone Number _____ E-mail: _____

The Custodian’s Designate must follow these guidelines:

- Be at least 25 years of age;
- Be a Canadian citizen or Permanent Resident;
- Ensure that the school and Global Learning have your current contact information on record (i.e., address, phone number, e-mail, fax number, cell number, English speaking contact);
- Along with the Custodian, ensure Global Learning and the school are notified of any changes to the living arrangements;
- Be easily accessible at all times;
- Be in contact with the custodian in times of emergency;
- Forward papers and permission forms from the school to the custodian for signature;
- Provide support and encouragement for the student at all times;
- Be willing to be a liaison between the school and the custodian;
- Ensure an understanding of the expectations of the school, and the Alberta school program;

This is not a complete list and ultimately the full and comprehensive care of the student is the responsibility of both the Custodian and the Custodian’s Designate.

Your signature indicates you have read understood and accept the guidelines and expectations outlined in this document and signifies that all information provided is complete, true and accurate.

Parent’s Signature

Date

Custodian’s Signature

Date

Custodian’s Designate Signature

Date