



Proactive Steps for Families

Listed below are ways to safeguard your child in times of uncertainty and ensure family and friends have pertinent information to care for your child should the need arise.

Paper copies of the Designation of Parental Authority and student information form are available at your child's school and the Robbinsdale Area Schools district service center at: 4148 Winnetka Ave N. New Hope, MN 55428.

- Review and update the **emergency contacts** that you have provided to the school.
 - Look in the [parent portal](#) in Infinite Campus and then email the changes to the registrar at registrar@rdale.org.
 - Call your child's school to review and update the emergency contacts.
- Gather your **important documents** and keep them in a safe and accessible place. Make an electronic copy of these documents.

The following are examples of documents that you can gather.

- Passports, Driver's License and/or Other Identification Cards, Social Security Card or ITIN number,
 - Birth Certificates, Marriage License (if applicable)
 - Designation of Parental Authority (DOPA) and/or Power of Attorney. See below.
 - Any legal document and supporting document related to your family's residence
 - Important Children's Information (See [Student Information document](#))
 - Children(s)' Medical Information, including health insurance, medication list, and doctor's contact information
- Consider if you need a **Power of Attorney** in place. A "power of attorney" (POA) is a legal document that allows someone you designate, called an "agent," to act on your behalf in managing specific financial or legal matters, like making decisions about your finances or healthcare, if you become unable to do so yourself due to incapacity or absence; essentially giving them the authority to represent you in certain situations. See legal resources below.
 - Consider if you need a **Designation of Parental Authority** in place. A Designation of Parental Authority (DOPA) is a document that lets someone take care of your children when you can't. The person you give this permission to is called an "Attorney-in-Fact."
 - This needs to be signed in front of a notary, a public official who witnesses and verifies the signing of important documents. A notary is available at the enrollment center in the district service center. You will need to have a picture ID with you. The forms are available at the enrollment center.
 - Compile important information about student's educational, medical, childcare and alternative care provider(s).
 - [Example Student Information Form for Caregivers](#)
 - Have your children **memorize important phone numbers.**
 - Put contact information on a card in a young child's backpack.



Family, Community, and Legal Resources

As new information becomes available, Robbinsdale may adjust these resources to ensure the best possible safeguarding of our students, families, and staff. We also encourage Robbinsdale families to follow local news and updates from trusted sources to stay informed about any changes or important information that may affect their family.

Family and Community Resources
Recursos comunitarios- community resources (2).pdf Contact information for Minnesota organizations
CLUES Comunidades Latinas Unidas En Servicio
Hacer MN Hispanic Advocacy and Community Empowerment Through Research
MN Council on Latino Affairs Community resources and services in Minnesota
COPAL member-based organization that helps improve the quality of life of Latine families.
New Americans Experiencing Homelessness Protections under the McKinney-Vento Act
UNIDOS MN Unidos MN is a grassroots organization that builds power with Minnesota's working families to advance social, racial, and economic justice for all.
ICNARelief
International Institute of Minnesota Provide resources to refugees, ensuring they have a strong start to their new lives in Minnesota.
Legal Resources:
Legal Services
ACLU-Know Your Rights Regardless of your immigration status, you have guaranteed rights under the Constitution.
Immigrant Law Center of Minnesota A nonprofit organization that provides free legal representation
National Immigration Law Center Fact sheets: Know your Rights
Immigration Law Help Helping low-income immigrants find legal help
Volunteer Lawyers Network Dedicated to connecting Minnesotans experiencing poverty with top private lawyers in the state at no cost.
Advocates for Human Rights Legal help to people seeking asylum, unaccompanied children, people in immigration detention, and people who have been victims of human trafficking.
Consulates in Minnesota
Minnesota Attorney General Resource for Power of Attorney.