



VIRGINIA BEACH CITY PUBLIC SCHOOLS CHARTING THE COURSE

Office of Student Leadership Custody Registration Form

This document is to be completed by a court appointed legal guardian who is not a natural/adoptive parent with a signed court order awarding custody.

Student Information

Student's Full Name: _____ Date of Birth: _____ Grade: _____

Names and Addresses of Natural Parents (list both parents, unless one parent has sole custody):

Parent 1: _____ Address: _____

Parent 2: _____ Address: _____

School for Enrollment	Previous School Attended	City / State of Previous School

Does the student have a long-term suspension or expulsion at the previous school? ☐ Yes ☐ No

Does the student have any criminal charges? (attach copy of charges) Yes No

Guardian Information

Name(s) of Person(s) with Court-Appointed Custody: _____

Address: _____ Phone: _____

Relationship to Student: _____ Date Custody was Secured: _____

Name of Court where Custody Secured: _____

Indicate the reason for custody: _____

How long has the student resided with you? _____

Legal Guardian Acknowledgement:

I certify that the student is living with me not solely for the purpose of attending school. I verify that the information I have provided is complete, true and correct to the best of my knowledge, and I understand that if the information provided is found to be incorrect, the student will be withdrawn from Virginia Beach City Public Schools (VBCPS). It is a Class 4 misdemeanor for knowingly making a false statement concerning the residence of a child in a particular school division or school zone.

Legal Guardian's Signature: _____ Date: _____

The following document must be attached to this request:

- A copy of the court order from a court in the United States conferring guardianship or legal custody of the student to the person making this request. Court orders from other states must be registered in Virginia. Petitions for custody or Powers of Attorney will not be accepted.

For Office of Student Leadership Use Only

Should this decision be disapproved, you may appeal in writing within five (5) days of issuance
to: Leeane Turnbull, Director; Office of Student Leadership
641 Carriage Hill Rd, Suite 200, Virginia Beach, VA 23452; 757-263-2020

☐ Approve ☐ Disapproved

Signature of Coordinator

Date