

## Surrogate Guardian Policy

**Purpose:** The purpose of this policy is to outline the processes and requirements for someone other than a legal guardian (“Surrogate Guardian”) to be named for a specific student and designated as such in various school systems for the receipt of information about the student, related meetings, and other school-related matters.

This document is limited in scope to matters related to American Academy of Innovation (AAI) and attending students.

**Requirements:** For a Surrogate Guardian to be appointed, the following is required:

- A signed written request by at least one legal guardian
- Contact information for the Surrogate Guardian (e.g., phone number, address)
- Any restrictions on information that may be provided to the Surrogate Guardian

Should any legal guardian object for any reason to naming a Surrogate Guardian, AAI will not include the Surrogate Guardian any guardian status (but other status, including emergency contact, may be provided).

**Limitations:** In addition to any legal restrictions that may exist, the following:

- A Surrogate Guardian may receive information regarding the student, but cannot make decisions for or on behalf of the student.
- The Surrogate Guardian status may be revoked by a legal guardian at any time by a legal guardian.
- In keeping with the Family Education Rights and Privacy Act (FERPA), upon a student reaching age 18, the Surrogate Guardian status will be automatically revoked. Should a student desire to (re-)appoint a Surrogate Guardian, that student may follow the process to establish a Surrogate Guardian.

**Process:** Once a legal guardian has designated a Surrogate Guardian, AAI will take the following actions:

- Set the Guardian flag(s) in Infinite Campus
- Include the Surrogate Guardian on any school information distributions that also go to the legal guardian.

## AAI Surrogate Guardian Designation

Student Name:

Legal Guardian

Name

Address

Phone Number

Relationship to Student

Surrogate Guardian

Name

Address

Phone Number

Relationship to Student

I, the undersigned, hereby designate the identified Surrogate Guardian to receive any information from American Academy of Innovation (AAI) in addition to the same information being sent to me as a legal guardian. I understand that without a court order, the Surrogate Guardian will not be able to make decisions on behalf of the student as that responsibility resides with me. Further, I understand that I may revoke the Surrogate Guardian status at any time by contacting the AAI Registrar via email at registrar@aaituah.org or by calling 801-810-4786.

Print Name:

Signature

Date: