

## GUARDIANSHIP AGREEMENT

### *Letter of Appointment for Local Guardian*

*(To be completed jointly by the legal parents of the ISM student.)*

**To: The Admissions Office  
International School Manila**

We, (Name of Parent One): \_\_\_\_\_, a (passport): \_\_\_\_\_ citizen; and (Name of Parent Two): \_\_\_\_\_, a (passport): \_\_\_\_\_ citizen (the "PARENTS"), with residence address at \_\_\_\_\_, are the legitimate parents of (Name of Student): \_\_\_\_\_, (the "STUDENT"), a (passport): \_\_\_\_\_ citizen, born on (mm / dd / yyyy) \_\_\_\_\_ with residence address at \_\_\_\_\_, hereby APPOINT:

(Guardian's name): \_\_\_\_\_ (the "GUARDIAN"), of legal age, a (passport): \_\_\_\_\_ citizen, with residence address in Metro Manila, Philippines at: \_\_\_\_\_, as the guardian of our child, the STUDENT's, person and property for the duration of **SY20\_\_-20\_\_** from \_\_\_\_\_(month) to \_\_\_\_\_(month), and while the latter is residing in Metro Manila, Philippines in order for the STUDENT to attend formal education at the International School Manila (alternately, "ISM" or the "School").

Reason for appointing GUARDIAN: \_\_\_\_\_  
\_\_\_\_\_

The relationship between the STUDENT and the GUARDIAN is (check one and explain):

- Direct family member (sibling): \_\_\_\_\_
  - Direct relative (grandparent; sibling of parent; cousin): \_\_\_\_\_
  - Other (family friend; business associate or employee of parent; boarding house; etc.): \_\_\_\_\_
- \_\_\_\_\_

List the complete name(s) of any children of the GUARDIAN who are or have attended ISM and the school year(s) attended: \_\_\_\_\_  
\_\_\_\_\_

In view of this appointment of GUARDIAN for our child, we hereby further depose and state:

1. We understand that students who attend ISM are expected to reside with and be supervised by their parent(s). However, should family circumstances make this impossible, the School has the discretion to accept students who reside with formally nominated and approved guardian.

2. Hence, we heretofore execute this *Letter of Appointment for Local Guardian* in favor of the above-named GUARDIAN for our child, the STUDENT.

3. We understand and consent that, prior to commencement of our child's, the STUDENT, admission (process) to the School, approval of this appointment and the GUARDIAN's appointment require approval by the School's Superintendent.

4. In view of the immediately foregoing paragraph, we understand and consent that the School's policy in approving an appointment of a guardian for its students includes, but not limited to, the following:

- a. Ideally, the local guardian is a blood-relative of the student.
- b. Household helpers are not acceptable as local guardians and will not be approved by the School under any circumstances.
- c. (Guardianship) Service for profit is likewise not acceptable and will not be approved by the School under any circumstances.

5. We understand and consent that this Letter of Appointment for Local GUARDIAN is effective only for the duration of **SY20\_\_-20\_\_** from \_\_\_\_\_(month) to \_\_\_\_\_(month). Should we wish to extend this appointment to succeeding school years, we are required to accomplish and submit renewed *Letter of Appointment for Local Guardian* for the next school year(s).

6. We understand and consent that, despite the Superintendent's approval of this appointment and the GUARDIAN's appointment, our parental authority over our child, the STUDENT, should be retained and continue, as follows:

- a. Provide clear expectations to our child, the STUDENT, and the GUARDIAN on how discipline matters will be handled at the STUDENT's local residence and at the School;
- b. Work with the GUARDIAN to find ways of maximizing the chances our child, the STUDENT's, academic success;
- c. Meet with the School's teachers and counselors, if necessary, or as requested by the School;
- d. Give authority to the GUARDIAN to make medical and other emergency decisions for our child, the STUDENT;
- e. Keep the GUARDIAN and the School informed and updated of our contact details; and
- f. Immediately notify the School should there be any change in guardianship arrangements, including, but not limited to, termination of this appointment of GUARDIAN.

7. Finally, we consent to vest upon the GUARDIAN other general powers, duties, responsibilities and substitute parental authority as provided in the Philippine laws.

## ***Acceptance of Appointment by Local Guardian***

*(To be completed by the appointed guardian of the ISM Student.)*

**To:    The Admissions Office  
      International School Manila**

I, (Guardian's name): \_\_\_\_\_ (the "GUARDIAN"), of legal age and a (passport): \_\_\_\_\_ citizen, with residence address in Metro Manila, Philippines at: \_\_\_\_\_, hereby ACCEPT my appointment as the guardian of the person and property of \_\_\_\_\_ (the "STUDENT"), who is the legitimate child of the above-named PARENTS, for the duration of **SY20\_\_-20\_\_** from \_\_\_\_\_(month) to \_\_\_\_\_(month), and while the latter is residing in Metro Manila, Philippines in order to attend his/her formal education at ISM.

In view of my appointment as GUARDIAN for the STUDENT, I hereby further depose and state:

1. I understand that students who attend ISM are expected to reside with and be supervised by their parent(s). However, since family circumstances of the STUDENT make this impossible, the School has the discretion to accept students who reside with formally nominated and approved guardian who, ideally, is a blood-relative of the STUDENT.

2. In view of the foregoing, the PARENTS executed their *Letter of Appointment for Local Guardian* in my favor to stand as local guardian for their child, the STUDENT.

3. I understand and consent that, the Superintendent's approval of my appointment to act as guardian for the STUDENT is required prior to commencement of the STUDENT's admission (process) to the School.

4. I am not engaged or employed by the PARENTS as their local household help; nor do I accept any form of remuneration as payment for my guardianship service.

5. I understand and consent that, upon the Superintendent's approval of my appointment as local guardian for the STUDENT, I shall assume substitute parental authority over the STUDENT as follows:

- a. Reside in the same residence as the STUDENT;
- b. My appointment as GUARDIAN shall be effective only for the duration of **SY20\_\_-20\_\_** from \_\_\_\_\_(month) to \_\_\_\_\_(month), and does not extend to another or a succeeding school year;
- c. Monitor the STUDENT's academic progress, sign any progress reports sent home with the STUDENT, review the said STUDENT's quarterly report cards, and forward all such information to the PARENTS;
- d. Meet with the School's teachers and counselors, if necessary, or as requested by the School;

- e. In consultation with the PARENTS, have authority to sign permission slips for field trips and other activities for the STUDENT;
- f. Monitor the STUDENT's attendance and contact the School should the STUDENT be absent for a particular school day, class or other school activity;
- g. Work with the Assistant Principal to resolve any discipline matters pertaining to the STUDENT;
- h. Read and abide by all *Student Handbook* policies pertaining to parents;
- i. Keep the School informed and updated of my emergency contact details; and
- j. Immediately notify the School should there be any change in guardianship arrangements, including, but not limited to, termination of my appointment as local guardian for the STUDENT.

6. Finally, I understand and consent that by reason of my appointment as local guardian, I have been vested other general powers, duties, responsibilities and substitute parental authority as provided in the Philippine laws.

### ***ISM Student's Acceptance of Appointment of Guardian***

*(To be completed by the ISM Student.)*

*(NOTE TO PARENTS: If, upon execution of this Agreement, your child is a minor, please accomplish jointly while explaining the following to your child in a language or manner of explanation that your child understands.)*

**To: The Admissions Office  
International School Manila**

I, \_\_\_\_\_ (the "STUDENT"), born on \_\_\_\_\_ and a (passport):  
\_\_\_\_\_ citizen, with residence address abroad/outside Metro Manila, Philippines at:  
\_\_\_\_\_, hereby ACCEPT the foregoing appointment of  
\_\_\_\_\_ (the "GUARDIAN"), to act as guardian to my person and of my property,  
for the duration of **SY20\_\_-20\_\_** from \_\_\_\_\_(month) to \_\_\_\_\_(month), and while I shall reside  
within Metro Manila, Philippines in order to attend formal education at ISM.

In view of the GUARDIAN's appointment, I hereby further depose and state:

1. I understand and consent that, despite this appointment, my PARENTS are to retain and continue parental authority over myself as stated above.
2. I understand and consent that, upon approval of this appointment, the GUARDIAN shall be vested with other general powers, duties, responsibilities and substitute parental authority as provided in the Philippine laws.
3. Finally, I understand and consent to the conditions of this appointment, as follows:
  - a. The GUARDIAN has authority to make decisions on in-school and out-of-school matters on my behalf; and

- b. Both the GUARDIAN and my PARENTS will be contacted as needed or required by the School.
- c. The appointment of the GUARDIAN shall only be for the duration of SY20\_\_-20\_\_ from \_\_\_\_\_(month) to \_\_\_\_\_(month), and does not extend to another or a succeeding school year.

IN WITNESS whereof, we attest that we fully understand and consent to abide by the terms and conditions of this *Guardianship Agreement*.

We hereby individually affix our signatures hereunder upon our free act and deed this \_\_\_\_ day of \_\_\_\_\_ 20\_\_ at the City of \_\_\_\_\_, Metro Manila, Philippines.

**PARENT ONE:**

**PARENT TWO:**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**CONTACT INFORMATION:**

**CONTACT INFORMATION:**

Address:

Address:

Home Phone No.:  
Office Phone No.:  
Mobile Phone No.:  
E-mail address:

Home Phone No.:  
Office Phone No.:  
Mobile Phone No.:  
E-mail address:

**GUARDIAN of STUDENT:**

**ISM STUDENT:**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**CONTACT INFORMATION:**

Address:

Home Phone No.:  
Office Phone No.:  
Mobile Phone No.:  
E-mail address:

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**To be completed by the ISM Superintendent**

This *Guardianship Agreement* is hereby **APPROVED**.

However, Parties to this *Guardianship Agreement* are hereby advised that should the arrangements for the STUDENT be deemed by the School to be inappropriate at any stage, the Superintendent or the School Principal concerned can revoke this *Guardianship Agreement*. The STUDENT's enrollment at ISM would then automatically end unless an immediate, satisfactory alternative be found and approved.

This *Guardianship Agreement* is **DISAPPROVED** for the reason(s) stated below:

**ACTED UPON BY:**

\_\_\_\_\_  
ISM Superintendent  
(Printed Name)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**NOTED BY:**

\_\_\_\_\_  
ISM Director of Admissions  
(Printed Name)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**NOTED BY:**

\_\_\_\_\_  
ISM School Principal  
(Printed Name)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date