

Notification of Temporary Guardianship Form

CIS values the need to have a close working relationship with parents and guardians. With that in mind, it is important for the school to know when parents are not in Singapore and are not accessible through the usual means of communication. When a parent or Legal Guardian is away, it is vital for the school to know who is responsible for the care of their child or children in case of an emergency.

Please complete the information below for dates you appoint a temporary contact person. If you require extended caregiving arrangements for your child, please speak with our Caregiver Liaison Officer at caregiverliaison@cis.edu.sg to discuss our Caregiver Agreement and support.

The named and appointed temporary guardian must reside with the child at the same physical address under his/her care. If that arrangement is not possible, kindly find a suitable temporary guardian that meets this requirement.

Student name: _____ Grade Level: _____

Teacher or Advisor's Name: _____

Parent/guardian contact information in case of emergency:

Parent/Legal Guardian's name(s): _____

E-mail: _____ Phone: _____

Dates of absence: From _____ to _____

The Temporary Guardianship Form is valid for a maximum of two-weeks. If you require longer-term care of a guardian, please contact the [Caregiver Liaison](#) to speak about the details of your situation.

Name of appointed temporary caregiver: _____

E-mail: _____ Phone: _____

Relationship to child: _____

Child's Temporary Residential Address in Singapore (if different than permanent address):

Other contacts:(please include name and number): _____

Parent/ Legal Guardian Signature

Date