



### **Instructions for Parents**

1. The Parental Designation form<sup>i</sup> provides you the ability to designate another person to serve in a parental relationship. This person is known as the “designee.” This person can be a close relative, friend that the child has a good relationship with, or someone that you can trust to make the best decisions for your child when you are not able to do so yourself.
  - a. Use this form during times when you are unable to care for the child – such as when you are in the hospital, on vacation, or otherwise unable to care for your child. This form allows individuals to which you have given consent to make decisions for your child regarding their **education and health**.
  - b. It can be valid for:
    - i. Up to twelve (12) months if the parent and the designee sign the form in front of a notary.
    - ii. Up to thirty (30) days with signature only.
    - iii. For a certain period of time with specific dates.
  - c. This designation can be canceled at any time for any reason.
  - d. This designation shall not cause the child to change school districts.
  - e. The parent does NOT lose their authority to make decisions for the child; if a parent makes a decision regarding an issue, that parent’s decision overrides the designee’s decision.
2. This form shall be filled out completely.
  - a. Your name, address, and children that you would like this form to cover.
  - b. Must also include the person you designate to make decisions for the child (to act in parental capacity).
3. This form can be given to the child’s school, health care provider, or primary doctor.

### **Instructions for Designees**

1. This designation can be revoked at any time by the parent
2. If you receive a notification by a parent that they want to revoke the designation, you should notify the school and/or health care provider.
3. A designee has the power to make educational and medical decisions for the child that are within the best interest of the child.
4. A designee cannot make changes to the school district where the child lives. The child must stay a resident of the school district where the parent originally lived.
5. Your decisions as a designee will be terminated when the parent dies or becomes impaired.

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<sup>i</sup> New York State General Obligations Law, section 5-1551  
Current as of 12/8/2022