

Date

Name [Name of Family Member Requesting Enrollment]
Street Address
City, State, ZIP

RE: [Student's Name]

Dear _____:

On behalf of Mesa Public Schools, I am writing to inform you that there is an important requirement that you must complete for [Student's Name] to remain enrolled in our school. Please note that the requirement that I describe in this letter must be met within 30 calendar days of the date of this letter.

Arizona law allows a parent or legal guardian who is a resident of Arizona to enroll his or her child in an Arizona public school without payment of tuition. "Legal guardian" means a person who has obtained guardianship by a valid court order. "Resident" means a person who physically resides in Arizona and intends to remain an Arizona resident.

At the time of registration, you indicated that you are not the parent or legal guardian but are caring for the child. Also, you have indicated that the parent or legal guardian of the child resides outside of Arizona but within the United States. Under these circumstances, Arizona law allows us to enroll the child without payment of tuition only if you provide our school with one of the following items:

1. Legal documents filed with the court within 30 calendar days of the student's enrollment, showing that you have started a legal proceeding in Superior Court to be appointed legal guardian of the child; or
2. A notarized "best interest" affidavit (see enclosed form) signed by the parent or a "best interest" letter prepared by a service provider, briefly explaining why it is in the child's "best interest" to reside with you in Arizona.

If you choose to provide a “best interest” letter prepared by a service provider, it must:

- a. State the name of the child; the name and address of the parent or legal guardian; and the name, address, and relationship of the person with whom the child resides.
- b. Attest that the child’s physical, mental, moral, or emotional health is best served by placement of the child with a person other than the child’s parent or legal guardian and that this placement is not solely for the purpose of obtaining an education in the state without payment of tuition.
- b. Be signed by a service provider, such as a health care provider, counselor, or clergy member.

The tuition requirement will be waived if you either become the child’s court-appointed guardian or submit a “best interest” affidavit or letter that is approved by the Area Assistant Superintendent. However, if you do neither, tuition must be paid to the Accounting Department. If tuition payment is not received on a timely basis, the child will be withdrawn from Mesa Public Schools.

Let me emphasize that this requirement must be met within 30 calendar days after the date of this letter. I urge you to not ignore what is requested so that we can continue to serve your child.

Please call me if you have any questions.

Sincerely,

[Principal’s Name]
Principal

Enclosure: Affidavit of Parent or Legal Guardian Residing Outside of Arizona but in U.S.

Copy: Area Assistant Superintendent