



Guardian Guidelines

Please note the following guidelines for the guardians of North Dallas Adventist Academy students:

- Guardians are the only persons who may apply to NDAA for an I-20 for the student. Guardians must show a picture i.d. and have the school application and *Authorization for Temporary Guardianship* form completed before an I-20 will be issued.
- Guardian must provide a local phone number AND email address, for communication with the school.
- Once an I-20 is issued, the guardian must provide the school with the student's interview date and, afterwards, if that student passed or failed. If the student failed the interview, the guardian should inform the school if the student will try again for an interview.
- If the student passed his/her interview, the guardian should inform the school of that student's arrival date in the United States.
- Once the student has arrived in the U.S., both the guardian and student must come to the school to complete the registration process. All students should try to come to the school by August 12, 2015 in order to register
- Students must live with their guardian. If this is not possible or desirable, the student and guardian must first receive school approval before the student may live with anyone other than the guardian. An appointment should be made with the principal in order to discuss this and to receive permission.
- Students must purchase health insurance. A copy of the health insurance card must be provided to the school no later than September 15.
- Only guardians may grant permissions and request changes, transfers, or withdrawals.

It is important to North Dallas Adventist Academy to ensure the safety and well-being of its students.

Thank you for your cooperation and please feel free to contact the school if you have any questions or concerns.