

Dear PS37 Parents,

If you would like me to help you start the Guardianship Process, here is a list of what is needed.

- Decide if one parent or both will be guardians, as well as standby, first alternate standby guardian or second alternate standby guardian. One parent can be guardian and the other backup. It is your choice. Any sibling over 18 can be if they want to. They do not have to. Relatives can be as well. There does not need to be anything but a "Guardian" if you prefer.
- I need the proposed guardians dates of birth, highest year of education, maiden name and 28 years of complete address's with month/year.
Example.. **42 Gilbert Drive Staten Island NY 10314 1/1996-6/2000**
- I will need a list of who resides in the home with their dates of birth, (any age).
- I will need the Pediatricians name/address so that they can fill out an Affirmation that the child is disabled along with a diagnosis, (does not need to be notarized)
- I will need your Psychologists name/address so they can fill out the Notarized Affidavit about your child's disability. If you do not have one, I can send a referral to a company I use and have the evaluation done at school and for them to complete this form for me.
- IF YOU HAVE ANOTHER MD, (NEUROLOGIST), WE CAN HAVE (2) MD'S AND NO PSYCHOLOGIST.
- You will need a Certified Copy of their birth certificate, (the one that has a raised seal on it). You can do this on-line or by mail. I have the forms if you need them.

If you would like me to get the Evaluations done at school, I need a copy of their Medicaid card or regular insurance card and a copy of their social security card. (I am aware of the 6-8 month wait at the few places on Staten Island that do eval's, and some won't fill out the Affidavit)

Please call if you have any questions. I will be more than happy to help you.

Rene Panzella

718-984-7474

Family Worker-PS37

110 Shafter Avenue

Staten Island NY 10308