OFFICE OF THE REGISTRAR

2544 Taft Avenue, Manila, Philippines 1004
Phone No. (632) 526-7441to 47 loc. 103,108,160, & 162
Direct Line: (632) 525-8809 | Telefax: 536-4225
http://www.dls-csb.edu.ph/registrar

LEGAL GUARDIANSHIP FORM

____ Term, School Year _____

Instructions:

The Legal Guardian is authorized to sign/approve school-related requests and reports in the parent(s) behalf and to represent the parent(s) in all school activities.

The Legal Guardianship Form (LGF) is designed for parents to provide instructions to DLS-CSB thru the Office of the Registrar in relation to the legal guardian of their children while they are enrolled in the college. To formally identify a legal guardian, please accomplish this form and attach the following requirements:

For Foreign Students: Parent's Letter of Appointment duly stamped by the Philippine embassy of origin.
For Local Residents: Court order or Parent's Letter of Appointment duly notarized.

Student's Information:

Student Name: _____
SURNAME FIRST NAME MIDDLE NAME

Degree Program: _____ Citizenship _____

Parent's Information:

Parent's Name: _____
SURNAME FIRST NAME MIDDLE NAME

Mailing Address: _____

_____

_____

Contact Numbers: _____ Specimen Signature: _____

Legal Guardian's Information:

Legal Guardian's Name: _____
SURNAME FIRST NAME MIDDLE NAME

Mailing Address: _____

_____

_____

Contact Numbers: _____ Specimen Signature: _____

De La Salle-College of Saint Benilde (DLS-CSB) Office of the Registrar periodically sends the **"Grades to Parents Report".** This report contains a summary of the academic performance of their children. Please indicate where you wish this report to be sent by checking the appropriate box below:

☐ Parents ☐ Legal Guardian

Other instructions to the Office of the Registrar:

_____

_____

NOTARY

Document No: _____
Page No: _____
Book No: _____
Series of: _____

Color Code: Foreigner - White
Local - Green