

**SUMMARY OF
DUE DATES: ANNUAL GUARDIANSHIP PLANS (per [FS 744.367](#))
DEADLINES: INITIAL REPORT / FINAL REPORT of ETG
EDUCATIONAL REQUIREMENTS FOR GUARDIANS**

Month Letters Signed	ANNUAL PLAN DUE	Reporting Period
JANUARY	APRIL 30	FEBRUARY 1 - JANUARY 31
FEBRUARY	MAY 31	MARCH 1 – FEBRUARY 28/29
MARCH	JUNE 30	APRIL 1 – MARCH 31
APRIL	JULY 31	MAY 1 – APRIL 30
MAY	AUGUST 31	JUNE 1 – MAY 31
JUNE	SEPTEMBER 30	JULY 1 – JUNE 30
JULY	OCTOBER 31	AUGUST 1 – JULY 31
AUGUST	NOVEMBER 30	SEPTEMBER 1 – AUGUST 31
SEPTEMBER	DECEMBER 31	OCTOBER 1 – SEPTEMBER 30
OCTOBER	JANUARY 31	NOVEMBER 1 – OCTOBER 31
NOVEMBER	FEBRUARY 28/29	DECEMBER 1 – NOVEMBER 30
DECEMBER	MARCH 31	JANUARY 1 – DECEMBER 31

Initial Report (Plan & Inventory): due 60 days from appointment (date Letters are signed)

Education Requirement: due within 4 months of appointment (date Letters are signed)

- 8 hours for regular guardians; 40 hours for professional guardians; 4 hours for parents who are guardians of the property of their own minor child

Emergency Temporary Guardianship: expires 90 days after ETG appointed (date ETG Letters signed) or upon appointment of guardian

- May be extended in increments of 90 days by court order

Final Report of ETG: due 30 days after expiration of ETG or appointment of successor guardian

- 30 day timeframe applies if the emergency temporary guardian is not the successor guardian; if ETG is appointed successor guardian, give 60 days to file Final ETG/Initial Reports