

SUBJECT: Records Access to Custodial and Non-Custodial Parents – PS, SS
NUMBER: 5021
EFFECTIVE DATE: 5/1/2014

I. POLICY

It is the policy of the Diocese of Green Bay that both custodial parents/guardians of students shall be given equal access to all notifications of school activities, report cards and schedule of parent-teacher conferences. Non-custodial parents/guardians with proper court permission shall be given equal access to all notifications of school activities, report cards and schedule of parent-teacher conferences. When a student turns 18, such access will be the right of the student alone to determine.

II. PURPOSE

It is the purpose of this policy to ensure that both custodial and non-custodial parents/guardians are given due respect, while following all legal requirements and safeguarding our students.

III. RESPONSIBILITY

It is the responsibility of each school principal or program administrator to establish and make known a clear policy regarding records access, that includes protocols for custodial parents, and court-appointed guardians, among others.

It is the responsibility of each staff member and volunteer to become familiar with these protocols and to carefully follow them.

IV. PROCEDURE

- A. The principal or program administrator shall establish and communicate to all staff, volunteers and parents/guardians a procedure covering access to obtain records.
- B. A form shall be developed for each custodial parent/couple and also each non-custodial parent who wishes record access to sign at the beginning of the school year. This form will require a listing of names of students, address, and relevant contact information for each adult.

This form shall include spaces in which custodial parents shall indicate any legal action which may prevent a non-custodial parent from having records access and also the name(s) of any other person(s) such as a grandparent who may have records access. Copies of pertinent records such as divorce decrees or court orders should be attached.