

P5503 SCHOOL INFORMATION FOR NONCUSTODIAL PARENTS

BOARD POLICY:

Unified School District 259 believes it is not only appropriate but also desirable to afford noncustodial parents the opportunity to be informed and to participate in the education of their children. Access to student records shall be in accordance with the Family Educational Rights and Privacy Act of 1974. (For purposes of the policy, a noncustodial parent refers to a parent who does not have primary residential custody, but does have the right to information about the child's education.) This policy does not change the authorization procedure to pick up a child from school as required by the district's student information form. In order to pick up a child, the adult must be listed on the student information form.

Administrative Implemental Procedures:

1. Upon request, noncustodial parents shall be entitled to experience all parental rights to the official academic information for their child, to the extent that such rights are not restricted by a legally binding instrument or court order.
2. A reasonable attempt will be made to publicize this policy so that affected parents will be informed of their option.
3. The requesting parent will initiate the written request for duplicate parent reporting to the principal of the school where the student currently attends. The request must include the full legal name and address of the student, the full name and address of both parents, and it must be signed by the requesting parent. The request must be renewed annually or whenever the student changes schools, whichever occurs first.
4. Once the request has been made, the principal will direct school staff to provide to the requesting parent of record, timely copies of any official information.
5. Official information, for the purpose of this requirement, is limited to annual parent and student calendars, report cards issued at the end of each grading period, notice of suspension and/or expulsion, student progress reports and student assessment reports as are routinely distributed to parents.
6. When information is to be provided through a teacher- and/or principal-parent conference, the requesting parent, upon their request, will be invited to attend the conference provided (1) there is no legal document to forbid it, and (2) the presence of both parents does not compromise the integrity or quality of the conference.
7. Duplicate reports may be copies and do not need to be originals.
8. The requesting parent may also ask that all other materials distributed by the school (newsletters, notices of special functions, disciplinary notices, etc.) be provided as well. To activate this request, the requesting parent may be required to provide a supply of self-addressed, stamped envelopes to the school. Such arrangements are to be worked out by the parent and building principal.
9. The staff will be advised as to the rights of noncustodial parents to official school information outlined above.

Administrative Responsibility: Student Records and Enrollment Services

Latest Revision Date: November 2019

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